



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Manager of EL - Academic Support Programs REPORTS

TO: Director of Curriculum and Assessment

SITE: District Office

CLASSIFICATION: Certificated Management

WORK YEAR: 214 Days

SALARY: Administrator/Manager Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: 9/27/18 **EFFECTIVE DATE:** 9/28/18

SUMMARY:

The Manager of EL – Academic Support Programs shall report to the Director of Curriculum and Assessment and provide direction, management, support, and timely follow-through for academic support programs. This includes English Language Development (ELD), Long Term English Learners, student intervention and support programs, parent outreach programs, English Proficiency Assessments of California (ELPAC), interpretation training for employees, interpretation and translation services for the District, and the Advancement Via Individual Determination (AVID) program. Supervises and evaluates assigned staff.

ESSENTIAL FUNCTIONS:

1. Provides direction, management and support for the District's special programs, oversees most Federal and State categorical programs and budgets, and complies with their requirements
2. Supports and provides assistance with State and District initiatives pertaining to instructional services, the Local Control Accountability Plan (LCAP), and the Local Control Funding Formula (LCFF)
3. Provides leadership for the overall coordination, evaluation, and management of the District's English Language Development (ELD) Program
4. Provides leadership and professional development for curricular development and instructional strategies to both ELD and Long Term English Language Learners
5. Communicates new State and Federal laws and mandates regarding English Learners and categorical programs to the attention of District administration, Curriculum Councils, and teacher groups.
6. Provides leadership, support, guidance, and evaluation of District intervention and support programs
7. Provides leadership, guidance, and supervision for Family Engagement Coordinators and activities

8. Manages and oversees placement processes and testing for incoming students and coordinates efforts with neighboring elementary school districts
9. Secures and manages the District's interpretation and translation services
10. Manages the District's Interpretation Training Program
11. Manages and facilitates the District English Language Advisory Committee
12. Serves as the District's AVID Coordinator
13. Serves on Curriculum Councils, the District's Curriculum and Instruction Council and the Superintendent's Council
14. Maintains affiliations with professional organizations at the local, state, and national levels
15. Performs other duties as assigned

QUALIFICATIONS:

Education/Training Experience

- Valid California Administrative Credential
- Secondary Teaching Credential
- MA or MS degree of higher
- CLAD/BCLAD or equivalent
- Minimum of five years of teaching experience
- Proven administrative and management skills
- Academic fluency in a language other than English
- Familiarity with student assessment instruments and procedures
- Familiarity with State and Federal categorical regulations and guidelines
- Knowledge of instructional approaches for high school English learners and at-risk students
- Experience in the development and implementation of staff development and training activities
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to complete assignments and reports, including preparing presentation for the public, the Board of Trustees, and staff
- Ability to work and contribute to creating a performance culture and highly collaborative environment
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures
- Ability to promote positive staff morale
- Ability to work independently
- Ability to multi-task in a busy environment
- Ability to delegate responsibilities wisely

Desirable Skills

- Interpreting and applying principles, policies, laws, regulations, requirements, contracts and Memorandum of Understanding
- Exercising sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives, and making sound recommendations ➤ Preparing clear, concise and competent reports, correspondence and other written materials effectively with others

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Ability to read fine print
- Ability to operate a computer keyboard
- Ability to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.