



SAN MATEO UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

JOB TITLE: Manager of Multilingual Learners **SITE:** District Office
REPORTS TO: Director of Curriculum and Assessment **WORK YEAR:** 214 Days
CLASSIFICATION: Certificated Management
SALARY: Administrator/Manager Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: **EFFECTIVE DATE:** July 1, 2023
June 8, 2023

Job Summary:

The Manager of Multilingual Learners is responsible for overseeing the educational programs and services designed to support and enhance the academic and social emotional success of multilingual students. This includes all students identified as English Learners; Newcomers in our English Language Development (ELD) Programs, English Learners in the Mainstream, and Long Term English Learners. In this role, the Manager of Multilingual Learners will oversee our family engagement program, and additional staff who support our English Learners (i.e EL Specialists, Instructional Aides, EL Social Worker, ELD club and ELD soccer coordinators) and manage the annual English Proficiency Assessments of California (ELPAC). The role requires a deep understanding of language acquisition, culturally responsive teaching practices, and the ability to collaborate with a diverse range of stakeholders. The Manager will work closely with teachers, administrators, families, and community organizations to ensure that multilingual learners receive equitable and high-quality education, while also promoting their linguistic and cultural assets.

ESSENTIAL FUNCTIONS:

1. Develop, implement, and evaluate programs and services that meet the unique needs of multilingual learners within the high school district.
2. Collaborate with curriculum specialists and instructional leaders to create language acquisition programs aligned with federal, state and district standards.
3. 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)
4. Monitor the academic progress of current and recently reclassified students in a manner that supports students and teachers and meets the federal and state requirements for student monitoring
5. Manages and oversees the placement processes for all incoming EL students; coordinates school assignments and coordinates efforts with neighboring elementary school districts
6. Coordinate and provide oversight for the Summer School program for ELD students; including hiring of staff, ensuring transportation and nutrition services are provided.
7. Plan and deliver or coordinate with support providers to deliver professional development opportunities for teachers and staff to enhance their understanding of language acquisition, culturally responsive and trauma informed pedagogy, and effective instructional strategies for multilingual learners.

8. Stay updated on research-based practices, educational policies, and legal requirements related to multilingual education.
9. Ensure compliance with and communicates new State and Federal laws and mandates regarding English Learners to district leaders and stakeholders
10. Establish strong partnerships with parents, community organizations, and external agencies to promote family engagement and provide resources and support to multilingual families.
11. Serve as a liaison between the district office, school sites, and community stakeholders, advocating for the needs and rights of multilingual learners.
12. Manages and facilitates the District English Language Advisory Committee
13. Leads (in collaboration with teacher leader) District's EL Council, serves on District's Instructional Leadership Team and the Superintendent's Council
14. Collect, analyze, and interpret relevant data to monitor the progress of multilingual learners and identify areas for improvement.
15. Prepare reports and presentations on the effectiveness of language support programs, student outcomes, and recommendations for future enhancements.
16. Coordinate and lead Federal Program Monitoring for the ELD program (when applicable).
17. 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 of multilingual learners
- 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 regulations and guidelines
- Knowledge of instructional approaches for high school multilingual learners (including ELD and long-term learners)
- 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

DISASTER SERVICE WORKERS:

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.