

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title:	Director of Early Childhood & Bilingual Program	Wage/Hour Status:	Exempt
Reports to:	Executive Director of Curriculum & Instruction	Admin/Prof Pay Grade:	106 (226 days)
Dept./School:	Curriculum & Instruction	Date Revised:	08/25/2021

Primary Purpose:

To coordinate the district's Early Childhood and Bilingual program. Collaborate with district staff and outside community agencies to formulate, develop, implement, and evaluate the Early Childhood program. Assist the Federal Program Director in planning, directing, implementing and evaluating in accordance with policies and procedures of Title I, Part A and Title I, Part D. Improves student outcomes of Bilingual/ESL programs by leading professional development in second language acquisition & literacy across core subject areas, campus instructional support services, and curriculum and instruction initiatives.

Qualifications:

Education/Certification:

Master's Degree preferred
Texas Mid-Management or another appropriate Texas Administrative Certificate
Valid Teacher Certification and endorsement for Bilingual and ESL with at least three years of successful teaching experience
Valid Teacher Certification in Early Childhood with at least three years of successful teaching experience
Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Special Knowledge/Skills/Abilities:

Oral and written Spanish proficiency;
Possesses an in-depth knowledge of the language acquisition process and state/federal guidelines for the curriculum, instruction, and assessment of English Learners
Is an excellent presenter and group leader
Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable
Bilingual, preferred

Experience:

3-5 years as a bilingual teacher
3-5 years as an early childhood teacher

Major Responsibilities and Duties:

Early Childhood Program Management

1. Involves the Early Childhood staff in evaluating and selecting instructional materials and scheduling of instructional activities that maximize learning.
2. Provide effective staff development activities that incorporate the mission the district, program evaluation outcomes and input from teachers and others.
3. Oversees the PEIMS process as it relates to the department.
4. Uses student achievement data to monitor the programs supervised.
5. Actively supports the efforts of others to achieve Head Start goals, district goals, and campus performance goals and objectives.

6. Facilitates the alignment and updating of the early childhood curriculum according to performance standards, TEKS, and HB3 Outcomes.
7. Stays current on issues in developmentally appropriate practices for pre-school students.
8. Facilitates the planning, implementing and evaluation process of the early childhood instructional program; incorporate technology in the teaching/learning process.

Bilingual Program Management

9. Develops and coordinates innovative methods to deliver professional development of second language acquisition and literacy across core subject areas to district/campus leadership and district/campus instructional staff.
10. Collaborates with Curriculum and Instruction staff to align curriculum documents, instructional resources, and teaching practices to the needs of English Learners.
11. Partners with campus principals to support implementation of district and campus based improvement activities designed for English Learners.
12. Actively collaborates with curriculum and assessment departments to support development of district assessments.
13. Coordinates summer school programs for English Learners.
14. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
15. Serves as a community liaison for Bilingual/ESL programs.

Policy, Reports, and Law

16. Implement the policies established by federal and state law, State Board of Education rule and local board policy.
17. Complies with the policies established by federal and state law, State Board of Education rule, and the local Board of Trustees in pursuing the mission of the district.
18. Keeps informed about new federal and state guidelines and laws.
19. Assists in compiling and maintaining all required written reports.
20. Monitor teacher reports on screenings, assessments, parent conferences, home visits and all other reports determined necessary.
21. Track and evaluate student data to examine curriculum and instructional program effectiveness.
22. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators.

Budget

23. Evaluate all requests for projects and programs requiring funding from supervised budgets.
24. Develop and coordinate a continuing evaluation of the programs and implement changes based on the findings and ensure that programs are cost effective and managed wisely.
25. Solicit federal funds and participate in grant-writing activities to obtain funding for federal/special programs and services.

- 26. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
- 27. Requisition supplies, curriculum and equipment to support the instructional program.

Personnel Management

- 28. Assists with the recruitment of early childhood staff.
- 29. Improves leadership skills through self-initiated and state-required professional development activities.
- 30. Coordinates professional development activities for all early childhood staff.

Communication

- 31. Inform Executive Director of Curriculum and Instruction or other administration of the effects of current and impending legislation.
- 32. Provides for two-way communication with director, principals, teachers, parents, staff and community.

Community Relations

- 33. Assists with the recruitment of students.
- 34. Demonstrates the use of appropriate and effective techniques for family engagement.

Other

- 35. Manage use of school facilities. Supervise maintenance of facilities to ensure clean orderly and safe campus.
- 36. Uses information provided through the District appraisal process to improve performance.
- 37. Make home visits as necessary.
- 38. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
- 39. Annually establishes and meets performance goals.
- 40. Follow district safety protocols and emergency procedures
- 41. Has regular in person attendance and complies with notification procedures for absences.
- 42. Perform other duties as assigned.

Supervisory Responsibilities: Supervise and evaluate the performance of early childhood staff.

Mental Demands/Physical Demands/Environmental Factors: Work with frequent interruptions, maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by

Date
