

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

PROGRAM MANAGERS Program Manager for ESL/Bilingual

JOB TITLE: Program Manager for ESL/Bilingual

REPORTS TO: Assistant Superintendent of Teaching & Learning

NATURE AND SCOPE OF JOB:

Responsible for managing the general operations of the ESL/Bilingual Department. The Program Manager will oversee the operational flow of the ESL/Bilingual Department. The Program Manager will also be required to create presentations and produce management-level reports.

QUALIFICATIONS:

The Program Manager for ESL/Bilingual shall:

1. Hold a minimum of a high school diploma. Associate's or Bachelor's degree is preferred.
2. Have experience working in a school system.
3. Have a minimum of five (5) years' experience in program coordination and managing interdependencies.
4. Have a minimum of five (5) years' experience in office management and organization of program compliance documentation to ensure compliance is fully documented.
5. Hold and maintain a valid driver's license with no serious violations.
6. Demonstrate experience working with state agencies, local officials, and community leaders/members.
7. Demonstrate excellent organization skills including planning and scheduling.
8. Demonstrate ability to work independently and manage multiple deadlines.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and positive interpersonal skills to relate well with students and the staff, administration, and families of English Language Learners.
11. Demonstrate the ability to communicate effectively in English and Spanish both orally and in writing, including Standard English/Spanish usage, grammar and vocabulary.
12. Demonstrate proficiency in the use of and available functionality in Microsoft Office Suite and Google documents.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Program Manager for ESL/Bilingual shall:

1. Oversee operational flow for the ESL/Bilingual Department.
2. Supervise, mentor, train, and coach office staff and delegate assignments to ensure maximum productivity.
3. Produce reports, compose correspondence, and draft office plans and agenda items.

4. Create presentations and other management-level reports.
5. Maintain District Bilingual Census and Student Profiles.
6. Responsible for transcribing/uploading student records into Google Drive or any student management system.
7. Provide administrative team scheduling support for staff meetings or professional training sessions.
8. Serve as a liaison between Senior Administration and school staff.
9. Maintain all Related Teacher schedules.
10. Maintain Compliance and Legal tracking logs and records and follow up accordingly.
11. Collaborate with ESL/Bilingual Supervisors to maintain and monitor timelines for Bilingual operations (e.g., Transportation, Extended School Year, Monthly Reports, Projections, Various Department Initiatives etc.) and processes and mandates (e.g., Initial student screenings, Annual ELL Projections, Bilingual Three-Year Plan, Parent Declines, Parent Notifications, etc.)
12. Maintaining confidentiality in all personnel and student matters
13. Other duties as assigned by the Bilingual Supervisors

EMPLOYMENT TERMS:

The Program Manager for ESL/Bilingual shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for an unaffiliated confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Program Manager for ESL/Bilingual shall be evaluated in accordance with Board of Education Policy.

Board Approval Date – June 28, 2021

PROGRAM MANAGERS