

## **JOB DESCRIPTION**

## **TRENTON BOARD OF EDUCATION**

### **SUPERVISORS Supervisor of Bilingual and ESL Elementary**

**JOB TITLE:** SUPERVISOR OF BILINGUAL AND ESL ELEMENTARY

**REPORTS TO:** Assistant Superintendent of Teaching & Learning

**SUPERVISES** Assigned personnel

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Bilingual and ESL provides administrators, teachers, and other staff with the instructional support needed to ensure that the needs of the bilingual/ESL population are met and English Language Learners (ELLs) become proficient in the English language in order to successfully participate in a monolingual education program.

### **QUALIFICATIONS:**

The Supervisor of Bilingual and ESL Elementary shall:

1. Valid New Jersey Supervisor's Certificate.
2. Minimum of Master's degree from an accredited college or university
3. Valid New Jersey Standard Certificate in English as a Second Language (ESL)
4. Five (5) or more years of teaching experience in English as a Second Language.
5. Knowledge of Federal and State laws/regulations pertaining to Bilingual and ESL education.
6. Excellent oral and written communication skills in English and Spanish
7. Complete understanding of the entry and exiting procedures for students in the Bilingual/ESL program and testing guidelines as per State Bilingual Law
8. Complete understanding of the State-mandated Language Proficiency Test (ACCESS), and its impact on the Annual Measurable Achievement Objectives (AMAOs)
9. Familiarity with the WIDA English Language Proficiency Standards (ELPs)
10. Knowledge of and experience in curriculum development
11. Ability to facilitate professional learning and problem-solving
12. Knowledge of best instructional strategies and/or new initiatives for English Language Learners (ELLs)
13. Demonstrated commitment to continuous professional learning
14. The ability to work collaboratively with other professional staff on instructional improvement issues

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

## The Supervisor of Bilingual and ESL Elementary:

1. Provides leadership in the development, implementation, and evaluation of student identification and programming services
2. Provides professional development of ESL teachers, paraprofessionals, and classroom teachers, regarding program description, assessment, curriculum, strategies, and instructional materials
3. Coordinates ESL Curriculum review, writing, and adoption for grades K-5
4. Displays and fosters a positive attitude toward the understanding of the education needs of ELLs
5. Assists teachers by providing consultation and intervention when requested
6. Monitors and coordinates the administration of the ACCESS (Language Proficiency Test) district-wide
7. Analyzes district-wide data to identify areas in need of improvement and modify curriculum
8. Assists in the development of Bilingual/ESL programs within the district
9. Monitors the implementation and monitoring of the district's state-mandated Bilingual and ESL educational programs
10. Keeps abreast of state and federal legislation as it pertains to Bilingual/ESL education
11. Assists in determining missions, goals, objectives, staffing requirements, and infrastructure needs for ELL students
12. Prepares data to complete all Title III and Immigrant State mandated reports
13. Upholds philosophies/values of the Trenton Board of Education
14. Provides for a safe and secure workplace
15. Follows attendance, punctuality and proper dress rules
16. Maintains positive relationships with staff, parents, and students
17. Participates in workshops and training sessions as required
18. Prepares all required reports and maintains all appropriate records
19. Follows all School Board policies, rules, and regulations
20. Exhibits interpersonal skills to work as an effective team member
21. Analyzes district-wide data to identify areas in need of improvement and modify curricula
22. Conducts observations of ESL and Bilingual teachers
23. Provides support of the district-wide literacy program
24. Provides professional development and support to ESL and Bilingual instructional services
25. Performs other job related duties as directed by the Chief Academic Officer

## **EMPLOYMENT TERMS:**

The Supervisor of Bilingual and ESL Elementary shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
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 Supervisor of Bilingual and ESL Elementary shall be evaluated in accordance with Board of Education Policy.