

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Director Federal/Bilingual Programs

Supervisor: Assistant Superintendent for Instruction

General Job Description: The Director of Federal/Bilingual Programs will perform such duties as delegated by the Assistant Superintendent for Instruction. He/She will coordinate the Federal/Bilingual programs in cooperation with the principals and staff. He/She will ensure that all programs are in compliance with state and federal guidelines

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Prepare basic budget and carryover budget for all Federal/Bilingual programs.
12. Do staff projections for all Federal/Bilingual programs.
13. Assist in employment and supervision of all Federal/Bilingual staff.
14. Coordinate all Federal/Bilingual programs in the Clovis Municipal Schools.
15. Be responsible for all applications and evaluation of programs.
16. Coordinate advisory committees for Federal/Bilingual programs on a needs basis.
17. Plan and coordinate staff development for Federal/Bilingual personnel in cooperation with the Assistant Superintendent for Instruction and the Director of the IRC.
18. Remain current on changing laws and requirements regarding all Federal/Bilingual programs.
19. Conduct on-going needs assessment of all Federal/bilingual programs.
20. Compile student assessment data.
21. Be responsible for all reports and other paperwork as may be required.
22. Comply with audit requirements for all Federal programs.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. A bilingual endorsement preferred.
4. Five years of experience in public school administration and supervision and/or teaching.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing stairs, driving and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.