

## **Job Description**

**Title:** Director of LOTE

**Reports to:** Assistant Superintendent of C&I

### **Job Goal:**

The Director of LOTE will be responsible for providing leadership in the oversight and improvement of the English Language Learners Programs at the Middle Level (Bilingual and ENL in grades 6-8). In addition, the Director of LOTE will be responsible for the complete oversight of the District's World Languages program. This position will be charged with effecting change in teacher and district practices in these curricular areas, resulting in improved student performance.

### **Qualifications:**

- New York State teacher certification in a World Language, Bilingual extension or TESOL
- 5 years of demonstrated expertise as a teacher working with English language learners and/or World Language Programs
- 3 years of successful experience as a building leader or administrator preferred
- New York State School District Administrator Certification or School District Leader Certification, required
- Master's Degree required
- Demonstrated experience with all facets of the APPR process, including the observation of teachers and the development of pre- and post-assessments
- Demonstrated knowledge of the NYS Learning Standards for ELA and the recently revised NYS World Language Standards and its implementation timeline
- Have extensive knowledge of CR Part 154-2 Regulations
- Bilingual/ English and Spanish required

### **Duties & Responsibilities:**

- Plans, organizes, and facilitates department meetings for the World Language Department & Middle Level ELL Programs and meetings with Lead Teachers to share Department updates and to collaboratively process student data in order to inform instruction
- Facilitates teams to develop and/or revise curriculum maps in the World Language Department and Middle Level ELL Programs, as needed
- Collaboratively plans for the implementation of the CR Part 154-2 regulations for grades 6-8 and keeps the Superintendent and Assistant Superintendent aware of these developments
- Utilize data for program evaluation and program design to facilitate curriculum development, assessment development, and professional learning for the purpose of enhanced instructional practices and outcomes.
- Assist others in understanding and integrating language acquisition practices within the district's curriculum for the purpose of meeting the needs of middle level ELLs.

- Collaborates with the Director of Language Acquisition to provide guidance and support in coordinating C&I ELL specific professional development offerings to meet CTLE requirements
- Share responsibility with the Director of Language Acquisition and Principals in coordinating the Seal of Biliteracy endorsement for the high school graduates
- Assists in the preparation and administration of the budgets for World Languages and Middle Level ELL Programs
- Assists in the evaluation of teachers assigned to these areas.
- Coordinates with the District ELL Intake Specialist; including the proper operations of the Language Proficiency Team for New Entrants with IEPs in grades 6-8
- Responsible for the coordination, administration, and scoring of the Checkpoint Exams.
- Supports the coordination and administration of the NYSESLAT
- Perform other tasks and responsibilities as assigned by the Assistant Superintendents for Curriculum & Instruction.