

**CERTIFICATED  
MANAGEMENT  
VACANCY**



**Santa Maria Joint Union High School District  
2560 Skyway  
Santa Maria, California 93455  
(805) 922-4573 Ext. 4303 or 4301  
[www.smjuhsd.k12.ca.us](http://www.smjuhsd.k12.ca.us)**

DATE:	February 14, 2024
POSITION(S):	<b>Director of Multilingual and Migrant Programs</b>
STATUS:	Certificated Management
REQUIRED: QUALIFICATIONS:	Current valid Secondary Credential (Single Subject or PPS) Current valid Administrative Credential Classroom Teaching Experience Valid California Driver's License & Evidence of Insurability
DESIRED QUALIFICATIONS:	Proven Ability to successfully plan, lead, and implement school site/district systems/initiatives that have positively impacted student outcomes. Proven ability to collaborate with site, district administration, and other stakeholders. Proven ability to administer, evaluate and collaborate with certificated and classified staff. Successful experience in a multicultural setting.
EFFECTIVE:	July 1, 2024
APP. DEADLINE:	Monday, March 18, 2024, 4:30 pm or until filled
SALARY:	\$157,507 - \$173,652
WORKDAYS:	221 Days
APPLICATION:	Application materials must be submitted on-line at <a href="https://www.applitrack.com/smjuhsd/onlineapp/">https://www.applitrack.com/smjuhsd/onlineapp/</a> coverletter, application, resume, copies of credential/s, transcripts, and a minimum of three current letters of recommendation.
CONTACT PERSON:	Kevin Platt, Assistant Superintendent of Human Resources <a href="mailto:kplatt@smjuhsd.org">kplatt@smjuhsd.org</a>
JOB DESCRIPTION:	See Attached

Santa Maria Joint Union High School District programs, activities, practices, and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group, identifications, age, religion, marital, family, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or [sreynoso@smjuhsd.org](mailto:sreynoso@smjuhsd.org). A copy of SMJUHS's Uniform Complaint Procedures, Non-Discrimination Policies, and Sexual Harassment Policies are available upon request.

## **DIRECTOR IV – MULTILINGUAL AND MIGRANT EDUCATIONAL PROGRAMS**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Curriculum and Instruction; plan, organize, monitor, implement, evaluate and administer instruction and support programs for English Learners and Migrant Education students; collaborate with site leaders, staff, and District colleagues; supervise and evaluate the performance of assigned personnel; perform a variety of related duties; and serve as a member of the leadership team.

### **REPRESENTATIVE DUTIES:**

- Through a lens of equity, plans, directs, develops coordinates, and evaluates the District's Multilingual and Migrant program. **E**
  - Coordinates teaching methodologies and strategies through related staff development activities. **E**
  - Participates in budget development and expenditure monitoring of funds for both programs. **E**
  - Develops and implements long and short-term plans and activities. **E**
  - Communicates and works with other administrators and District personnel to integrate activities and programs, resolve issues and exchange information. **E**
  - Supervises the Language Assessment Center and translation services for the district. **E**
  - Supervises the identification, assessment, screening, placement, reclassification and follow up of English Learners. **E**
  - Maintains appropriate records and other information necessary for student identification, audits, compliance reviews, program quality reviews, or other assessments. **E**
  - Plans and organizes parent training as part of maintaining parent advisory committees. **E**
  - Plans, organizes, and participates in the evaluation and selection of textbooks and instructional materials and equipment. **E**
  - Collaborates and coordinates with Instructional Technology staff to develop and implement electronic systems related to instructional programs, student records, course coding and other curriculum issues concerning EL and Migrant students. **E**
  - Facilitates and conducts meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, enter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative. **E**
  - Develops and conducts staff professional development programs to support improvement in serving the district English Learner and Migrant population. **E**
  - Plans, develops, and conducts public and community relations programs pertaining to curriculum and assessment planning and development processes. **E**
  - Participates in a variety of meetings (e.g. workshops, inter and intra district committees, cabinet meetings, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities. **E**
  - Performs personnel functions (e.g. hiring, supervising, evaluating, etc.) for the purpose of maintaining a well-qualified and culturally diverse employee workforce with necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved. **E**
  - Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements. **E**
  - Presents information on a variety of topics (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, etc. **E**
  - Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue. **E**
  - Participates as needed in the negotiation process as a member of the district's negotiations team(s). **E**
  - Maintains manual and electronic documents, files, and records for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines. **E**
  - Supervises and evaluates assigned personnel for the purpose of enhancing productivity of personnel and achieving department objectives.
  - Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**
  - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
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**KNOWLEDGE OF:**

Current knowledge of research and theory of second language acquisition, English language development methods and bilingual methodology; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include theory of collective pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; education technology, teaching philosophies, personnel management, and practicing cultural competency while working collaboratively with diverse groups and individuals.

**ABILITY TO:**

Schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of difficult situations with sometimes difficult people; work with competing interests from various sites; analyze data utilizing defined but different processes; operate equipment using a variety of processes. Ability is also required to view people and situations through a lens of equity; work with a significant diversity of individuals and/or groups. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data and maintaining accurate records; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**SKILLS TO:**

Perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; overseeing program financial activities; developing effective working relationships; preparing and maintain accurate records; administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

**EDUCATION AND EXPERIENCE:**

Valid California Administrative Services Credential required.

Valid Single Subject or PPS Credential with EL Authorization, CLAD, BCLAD or equivalent.

Site Administrative Experience required.

Classroom Teaching Experience required.

Demonstrated successful experience in organization and management.

**DESIRED QUALIFICATIONS:**

Bilingual: English/Spanish

Three years of successful teaching experience in a bilingual or ELD setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License & Evidence of Insurability.

**WORKING CONDITIONS:**

Office environment.

Driving a vehicle to conduct work.

Attendance at Monthly Board Meetings.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to perform extensive work at a computer.

Ability to stand, walk, and sit frequently or for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and store files. Seeing to read a variety of materials.