

## Job Description

**Job Title:** Instructional Supervisor, ESL

**Position Code:** 1E16

**Job Classification:** Exempt

**Supervisor:** Executive Director of Curriculum & Instruction

**Pay Grade:** 44

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the Language Instructional Education Program (PK-12) and the Title III grants and programs for the division. Position develops the curriculum and assessments, provides staff development, and prepares and monitors the program budget.

Position also provides technical assistance to identified schools and takes action as necessary to ensure that schools comply with federal (Title III) and state directives, guidelines and reporting requirements.

### Essential Duties

1. Supervises and administers a division-wide Language Instructional Educational Program (LIEP) for PK – 12 English Learners. Collaborates across curriculum to support language instruction.
2. Supervises and administers division wide Title III instructional programs; works with the Curriculum and Development department to coordinate programs.
3. Interpret policies and state laws regarding LIEP and EL processes. Assists district/schools in the correct implementation of the laws related to ESSA, LIEP programming, Title III, Civil Rights, and Virginia Standards of Accreditation.
4. Provides guidance in the selection of textbooks and other teaching materials and equipment for the program.
5. Serves as a resource and advisor to administrators and teachers regarding the PK – 12 LIEP Program.
6. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
7. Coordinates curriculum and assessment development, implementation, and revision.
8. Coordinate and supervises the screening and testing of potential Els.
9. Assists in developing and conducting division-wide staff development for language instructional strategies, cultural considerations, and Civil Rights for Els district-wide (ESL and non-ESL staff).
10. Organizes and provides training for ESL parents through the Parent as Educational Partners Program.
11. Prepares the budget and supervises financial expenditures for the ESL program and for Title III federal grants.
12. Prepares the FTE projections and staff placements based on allocation calculations.
13. Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action. This includes ESL Welcome Center, ESL Family Engagement Specialists, ESL Communication Liaison, and Title III funded ESL Instructional Coaches.
14. Visits classrooms on a regular basis to ensure ESL curriculum and strategies are utilized consistently in the ESL and general education content classrooms.
15. Performs classroom observations and assists teachers in the improvement of instructional performance and may assist school principals in evaluating them.
16. Prepares or oversees the preparation of all required reports and maintains appropriate records.
17. Assists the human resources department with interviewing and recommending qualified candidates for ESL instructional positions.
18. Coordinates meetings with specialists, lead teachers, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
19. Coordinates division-wide educational activities and community events.
20. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Initiates and maintains effective liaisons with other school divisions, and professional societies to maintain a current knowledge in the programs supervised.
2. Performs any other related duties as assigned by the Executive Director, Curriculum and Instruction or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Master’s in School Administration preferred; must possess a Master’s and be eligible for a Virginia License with English as a Second Language endorsement. Must possess at least 5 years of teaching experience that includes experience with ESL students. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

**Working Conditions and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Executive Director of Curriculum & Instruction

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Supervisor, ESL will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Curriculum and Instruction or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date