

**Walla Walla Public Schools**  
**DIRECTOR OF BILINGUAL EDUCATION AND LATINO OUTREACH (Job No. 2017-15)**

**JOB POSTING**

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**Job Details**

<i>Title</i>	<b>DIRECTOR OF BILINGUAL EDUCATION AND LATINO OUTREACH</b>
<i>Posting ID</i>	<b>Job No. 2017-15</b>
<i>Description</i>	<hr/> <b>PURPOSE STATEMENT</b> <p>This position will support district staff in providing positive learning experiences for all students in bilingual programming, assisting teachers and principals as required to ensure a successful district-wide program. In addition, this individual will support Latino outreach efforts to improve equity and access for Latino students and families.</p> <hr/> <b>ESSENTIAL FUNCTIONS</b> <ol style="list-style-type: none"><li>1. Establish and promote high standards and expectations for all students, with significant emphasis in ensuring academic achievement for Latino students.</li><li>2. Work cooperatively and collectively with principals, staff and other supervisors to ensure that ELL instructional programs and services are coordinated in the schools and are administered uniformly and equitably.</li><li>3. Serve as a member of the District's Cabinet Team.</li><li>4. Oversee and manage budgets/resources under the Director's purview.</li><li>5. Ensure coordination of services and articulation between the secondary and elementary levels of the instructional program by communicating with supervisors and principals on a regular basis.</li><li>6. Assist principals in observing and evaluating staff in the Bilingual/ELL programs.</li><li>7. Supervise personnel assigned to ensure that all responsibilities are met and exceeded.</li><li>8. Develop and supervise an effective and comprehensive program of Bilingual/ELL Education, which encompasses all areas of the curriculum.</li><li>9. Provide leadership to Bilingual/ELL staff in coordinating their efforts in educational matters within the school community.</li><li>10. Keep abreast of developments in Bilingual/ELL Education and provide leadership in determining their appropriateness for inclusion in the district's educational program.</li><li>11. Encourage the development, publication and ongoing use of new instructional materials by the Bilingual/ELL professional staff.</li><li>12. Interpret the Bilingual/ELL curriculum and its philosophy to the Executive Director of Teaching and Learning, Assistant Superintendent, the administration, the staff and the general public.</li><li>13. Coordinate all formal efforts of professional staff in projects of Bilingual/ELL curriculum improvement.</li><li>14. Participate in the work of State and National Bilingual/ELL curriculum associations and groups.</li><li>15. Recommend staffing needs and assist in the recruitment, screening, hiring, training and assigning of Bilingual/ELL instructional personnel. Provide orientation and assist principals in monitoring the performance of new staff.</li><li>16. Oversee the development, implementation and evaluation of pre-service and in-service training programs for Bilingual/ELL staff.</li><li>17. Advise on policy issues; integrate access and equity issues into district processes.</li><li>18. Serve as a liaison for access and equity issues for all district schools, district programs, and the community.</li><li>19. Provide ongoing opportunities for effective staff development that address the needs of the instructional program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff share successful practices and strategies.</li><li>20. Coordinate the purchasing of instructional materials and equipment under the supervision of the Executive Director of Teaching and Learning.</li></ol>

21. Communicate with the Executive Director of Teaching and Learning and with principals regularly about the needs, successes, and general operation of various programs and services.
22. Partner in the development of assessment guidelines and district testing responsibilities with District Assessment Coordinator.
23. Perform other duties as required to make these district wide programs successful.

**REPORTING RELATIONSHIPS**

Reports to the Superintendent or Designee

**MINIMUM QUALIFICATIONS**

Education and Experience

- Established success as an educational leader, either as a principal, assistant principal, dean of students, or other formal capacity that clearly demonstrates the candidate's ability to successfully lead.
- Valid Washington State Administrator Certificate.
- Experience in Bilingual/ELL classroom instruction with minimum five years general teaching experience.

Knowledge, Skills and Abilities

- Knowledge and skill in instructional principles, methods and techniques as related to bilingual education and best instructional practices
- Knowledge of math and reading interventions in Spanish and English
- Bilingual/biliterate in English and Spanish strongly preferred
- Knowledge of Dual Language Program and Second Language Learner's acquisition
- Understanding of transitional/migrant bilingual education funding and grant management
- Commitment and ability to work with a full range of students, staff and parents
- Must possess a positive attitude about change and an eagerness to implement changes that will enhance student learning
- Familiarity with Response to Intervention and data driven decisions
- Ability to coordinate parent events
- Ability to maintain confidentiality
- Ability to establish and maintain positive effective working relationships with a variety of students, staff, and community in a multicultural, and diverse socio-economic settings
- Ability to participate collaboratively in teams
- Ability to continue participation in staff development to maintain professional skills
- Ability to serve as a role model and treat students as individuals in a professional manner

Licenses/Special Requirements

- Must maintain all licenses and certifications as a condition of continued employment
- Completed Employment Application/Background Check
- Must complete Walla Walla Public Schools Risk Management and Bloodborne Pathogens Training upon hire
- Ability to work a flexible schedule

**PAY LEVEL**

260-day contract; \$94,124 - \$120,572 depending on experience and qualifications

**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

**APPLICATION PROCESS**

Posting closes April 19, 2017

Submit online application to include:

- Letter of application detailing experience and qualifications
- Resume
- 3 to 5 letters of recommendation

The Walla Walla School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Director of Human Resources, 364 South Park Street, Walla Walla, Washington 99362, (509) 526-6713, has been designated to handle questions and complaints of alleged discrimination.

*Shift Type*

**Full-Time**

*Salary Range*

**\$94,124.00 - \$120,572.00 / Per Year**

*Location*

**District Office**

**Applications Accepted**

*Start Date*                **03/21/2017**  
*End Date*                 **04/19/2017**

**Job Contact**

<i>Name</i>	<b>Margi Ault</b>	<i>Title</i>	<b>Administrative Assistant</b>
<i>Email</i>	<b>hr@wwps.org</b>	<i>Phone</i>	<b>509.526.6712</b>