



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Director of Multilingual Learners /ESL and World Languages	
<b>REPORTS TO:</b>	Superintendent	
<b>DATE APPROVED:</b>	Readopted – August, 2019 Revised – May 22, 2024	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Provides leadership, supervision and coordination of the planning, development, implementation and evaluation of curriculum and instructional practices within the areas of Multilingual Learners/ESL and World Languages studies to ensure that all students meet and exceed the State Standards (NJSLS). The Director works collaboratively with the administrative and instructional staff and communicates effectively with parents, members of the community and colleagues in other districts and schools.

**QUALIFICATIONS:**

1. Hold or be eligible for a New Jersey School Administrator or Principal Certificate.
2. Hold a New Jersey teaching and supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6) in the respective field.
3. Have at least two (2) years of successful administrative experience.
4. Have at least five (5) years of successful classroom bilingual and/or ESL teaching experience.
5. Provide proof of U. S. citizenship or legal resident alien status and required criminal background check.
6. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Establishes and promotes high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Provides educational leadership in the implementation of Achieve NJ, NJSLS and monitoring curriculum and the implementation of instructional programs including the evaluation of classroom instruction on a regular basis to encourage differentiated instruction and the use of variety strategies and materials consistent with research on learning and child growth and development.
3. Ensures coordination of services and articulation between the levels of the instructional programs by working, collaborating with principals on a regular basis.

4. Develops, supervises and evaluates curriculum and instructional practices that ensure implementation of content materials, pedagogy, pace and NJSLS standards, consistent with the mission, philosophy, values, and instructional goals of the district and meeting all laws, codes, Board Policies and Regulations.
5. Provides educational leadership for assigned programs, including:
  - Focus on individual student performance;
  - Clear procedures with consistent and fair application of policies and regulations;
  - Vertical and horizontal articulation of skills and content sequence;
  - Integrated, interdisciplinary thematic curriculum;
  - Effective and efficient utilization of instructional resources
6. Provides administrative and supervisory responsibility for assigned instructional programs with implementations of NJSLS, department scheduling, grading procedures and grade submissions.
7. Recommends budget line items and coordinate the purchasing of instructional materials and equipment with assigned programs.
8. Collects and analyzes performance data including, but not limited to, State and district assessment regarding the achievement of students, work samples, and other pertinent information affecting the design and evaluation of curriculum and instructional practices.
9. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity.
10. Monitors instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean and safe, with proper attention to the visual, acoustic and thermal environments.
11. Collaborates with the Technology Coordinator to ensure that appropriate materials are available to support the future ready practices across MLL/ESL and World Language Studies programs.
12. Organizes and implements a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet NJSLS.
13. Remains current in the research that support curriculum development, learning theory, instructional program design and delivery, and assessment in the assigned content areas and interpret and disseminate best practices to colleagues.
14. Continues to grow professionally through collaboration with colleagues and professional growth experiences, including research and through reading of professional journals.
15. Recommends staffing needs and assist the recruitment and selection of new personnel
16. Provides orientation for new staff and ongoing opportunities for effective professional development that address the needs of the individual and the instructional program, including workshops, visitations, demonstration lessons, and team teaching in which the staff share successful

practices and strategies.

17. Demonstrates the ability to use and evaluate related educational technology for data analysis, management, and visual and audio presentations.
18. Communicates with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
19. Supervises, observes and evaluates the Multilingual Language Coaches.
20. Recommends policies and procedures to promote a healthy and positive learning environment to facilitate effective classroom instruction and successful student performance.
21. Protects confidentiality of student records and follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and Federal Law and district Policy.
22. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.
23. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.

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| <ol style="list-style-type: none"><li>2. Occasional exposure to a variety of weather conditions.</li><li>3. Exposure to heated/air conditioned and ventilated facilities.</li><li>4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.</li><li>5. Function in a workplace that is usually moderately quiet but that can be noisy at times.</li></ol> |
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<b>EVALUATION:</b>
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Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.
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