

## INSTRUCTIONAL SUPERVISOR, FOREIGN LANGUAGE & ESL

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work coordinating evaluation and behavioral support services in the Special Education department ; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Supervises the school division's English as a Second Language and World Languages programs.**

(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.)

- Supervises the school division's English as a Second Language and World Languages programs
- Facilitates program/curriculum development and monitoring; professional development; assessment development and support; international transcript analysis; financial management of grants (Title III) and local funds; and change efforts related to assigned programs
- Serves as a resource to teachers, principals, district-level colleagues, parents, school board members, and the community
- Supervises the district's intake office and translators
- Provides support for all second language and global initiative projects (STARTALK™ summer program; international sister schools; exchange programs, etc.)
- Performs other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of language learning; thorough knowledge of key principles of instruction; excellent interpersonal, organization, presentation and communication skills are required.

### **EDUCATION AND EXPERIENCE:**

A Master's degree required in language, ESL, curriculum and instruction, reading and/or administration and supervision; a Virginia teaching license; an endorsement in Supervision and Administration preferred; endorsement in world languages and ESL preferred; minimum of three years of exemplary teaching experience in world languages, ESL or literacy is required.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.