

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: JOHNSON-O'MALLEY / ENGLISH LANGUAGE ACQUISITION SERVICES DIRECTOR

EMPLOYMENT CLASSIFICATION: Exempt, Certified

QUALIFICATIONS:

- Strong interpersonal and communication skills
- Experience in grant writing preferred
- Familiarity with No Child Left Behind Act
- Familiarity with English Language Acquisition Services requirements
- Strong analytical skills
- Strong verbal and written communication skills

OVERVIEW OF JOB DESCRIPTION: The coordinator is responsible for the management and coordination of activities for Johnson-O'Malley Indian Education Program. Monitor the work of this program to ensure compliance with all program guidelines. The coordinator plans culturally relevant staff development for district and school site certified/classified staff. The coordinator serves as the district liaison to the Navajo Nation Johnson O'Malley Office. The Coordinator is responsible for data analysis of district required ELL and Gifted program testing and for monitoring those programs for compliance. The coordinator will oversee all District 504 plans and revise yearly as needed.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Collaborates with district personnel and IEC to implement and maintain the JOM programs K-12.
3. Assist other district personnel in evaluating the quality of the JOM program in light of district priorities, program goals, projected student outcomes, and project objectives.
4. Facilitate communication and coordination among instructional staff (e.g. in-service, courses for teachers, curriculum related questions/concerns, curriculum documents, etc.) to meet project objectives.
5. Coordinates program components and instructional needs with the purchase of textbooks/materials to support the project objectives.
6. Develops and oversees program budgets to ensure the district's resources are effectively utilized.
7. Attends IEC/JOM meetings to provide and/or receive information.
8. Coordinates, grant-related planning activities, including facilitating discussion groups and planning teams, developing surveys and needs assessments, and reviewing and reporting district data.
9. Writes, edits, and packages grant proposals and project budgets that comply with district and program policies and procedures.
10. Monitors grant activities to ensure compliance with all state and federal laws, ensuring proper use of distribution of funds and timely submission of required reports.
11. Negotiates with the Navajo Nation JOM Office including preparing budget revisions and represents the district at fund proposal and compliance meetings.
12. Develops and coordinates the productions of program evaluation and data collection instruments.
13. Develops and prepares reports that assist in decisions made relative to the operation of the assigned programs.
14. Assesses programs for the purpose of ensuring quality student learning in all Language Acquisition programs.
15. Collaborates with others (e.g. local, district, state, federal personnel) for the purpose of implementing and maintaining services and/or programs.
16. Develops proposals, new programs, budgets and grant opportunities for the purpose of enhancing the learning opportunities of students, staff and families and complying with established state and federal guidelines.
17. Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
18. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
19. Monitors projects, grants, and programs for the purpose of ensuring that services comply with district, state, and federal requirements.
20. Performs personnel functions (interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
21. Researches a variety of information (current best practices and methods) for the purpose of developing new programs and/or master plans.
22. Facilitates communication between personnel, students, and parents for the purpose of evaluating situations and resolving conflicts.

23. Participates in meetings, workshops and seminars for the purpose of conveying and gathering information required to perform job functions.
24. Performs all other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the organization.
25. Assist Elementary Principals in meeting the mission of their schools

REPORTS TO: Superintendent, IEC

SUPERVISES: Department Secretary

TERMS OF EMPLOYMENT: Salary determined by individual training and experience level on approved activity coordinators salary schedule. Work year established by the Governing Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on Evaluation of Certified Personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.