

ASSISTANT ADMINISTRATOR, ESOL TRANSITIONAL HIGH SCHOOLS

Definition

Assists with the planning, assessment, instructional leadership, communication, community relations, and safety and administrative management required to manage the English for Speakers of Other Languages (ESOL) transitional high school(s); may be assigned management of a major administrative function; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Performs a variety of administrative duties in assigned capacity in compliance with school division policies and legal requirements required to assist with the management of assigned human, material, and financial resources necessary for school operation; upholds effective discipline and fosters a safe and positive environment for students and staff; shows evidence of instructional leadership and assists with the delivery of required programs or curricular areas necessary to achieve excellence and continuous improvement consistent with school division goals; participates in collaborative development and implementation of school improvement plans; plans, implements, supports, and assesses instructional programs; participates in the provision of staff development programs consistent with program evaluation results and school instructional improvement plans; identifies, analyzes, and resolves problems using effective problem solving techniques; promotes effective communication and interpersonal relations with students, staff, parents, and other community members; works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population; models professional, moral, and ethical standards as well as personal integrity in all interactions; works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division; and participates in professional development activities to enhance student learning and provide service to the profession, the division, and the community .

Supervision Received/Given

Receives general supervision from an administrator. Participates in the activities required to select, induct, support, evaluate, and retain quality full-, part-time, and/or hourly instructional and support personnel. Provides guidance and assistance to students, parents, and other community members, as required. May respond to emergency calls and/or act for an administrator in his or her absence.

Education/Experience/Skills

Must hold or be eligible for Postgraduate Professional License (master's degree) with endorsements in one or more high school subjects with endorsement in administration and supervision preK-12 preferred, plus five years of progressively more responsible teaching experience at the high school or adult education level related to ESOL and language programs. Knowledge of FCPS curriculum, instructional goals, procedures, and practices in ESOL programs; knowledge of growth and development and learning theory in specialty; skill in teaching adult learners; ability to manage curriculum development, staff development, and related activities and provide a high level of instructional leadership for teachers and administrators; excellent human relations skills and ability to establish and maintain successful cooperative working relationships with appropriate school communities, and school-based and central office staffs; ability to communicate effectively, both orally and in writing; knowledge of the ESOL instructional program and the principals and practices of secondary school education, and the ability to apply them to the needs of the school; ability to plan and supervise the work of others; and ability to develop effective working relationships with students from diverse populations, staff members, and the general public.



Established:

October 2005