



Office for
Administrative Services

Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499

Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2425-82

ANTICIPATED VACANCIES

August 5, 2024

<u>POSITION:</u>	Director of Multilingual Programs and World Languages
<u>CERTIFICATION:</u>	NYS Certification-School District Leader (SDL/SDA) NYS Bilingual Extension
<u>QUALIFICATIONS:</u>	See attached
<u>REPORTS TO:</u>	Assistant Superintendent for Elementary Education Assistant Superintendent for Secondary Education
<u>START DATE:</u>	August 28, 2024 (anticipated)
<u>SALARY:</u>	\$124,781 - \$166,130 - Director for Multilingual Programs and World Languages position will be part of the Peekskill Administration Association (PAA)
<u>CLOSING DATE:</u>	Open until filled

Click to learn more about Peekskill

[Recruitment Video](#)

[District Highlights & Media Sites \(Flyer\)](#)

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at personnel@peekskillschools.org
Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.

PEEKSKILL CITY SCHOOL DISTRICT

Director of Multilingual Programs and World Languages

JOB DESCRIPTION

Primary Function:

The Director of Multilingual Programs and World Languages will provide Pre-K-12 Multilingual Learner leadership focused on the development, implementation and evaluation of all English Language Learner programs. The Director of Multilingual Programs and World Languages will plan, direct and evaluate District's Multilingual Learner's Programs ensuring that best practices are being provided for our students as measured by improved literacy and academic performance and graduate rates. The position is designed to support and enhance the educational process in grades Pre-K-12.

Responsible to:

- Assistant Superintendent for Elementary Education
- Assistant Superintendent for Secondary Education

Qualification and Selection Criteria

- NYS Certification-School District Leader (SDL/SDA)
- Bilingual Extension/TESOL certification required
- Bilingual/ English and Spanish required
- 5 years of demonstrated expertise as a teacher working with English language learners within Bilingual, ENL, Dual Language, and/or World Language Programs
- 3 years of successful experience as a building leader or administrator preferred
- Have extensive knowledge with Part 154 Regulations
- Work with Assistant Superintendents and Principals in coordinating the Seal of Biliteracy endorsement for HS graduates
- Coordinate enrollment of new ENL students and facilitate appropriate testing and placement
- Collaborate with building principals and other ENL teachers in developing schedules and complying with the State and Federal requirements for individual student programs
- Attend training and turn key information with other ENL and general education teachers
- Coordinate testing requirements; assist with translation and interpretation
- Provide training for Bilingual/ENL and general education teachers
- Knowledge of state required assessments, reports and data analysis process.
- Perform other tasks and responsibilities as assigned by the Assistant Superintendents for Elementary and Secondary Education.

Leadership Responsibilities and Expectations:

- Assists the Assistant Superintendent in providing leadership, direction, and oversight for the districts' PreK- 12 English language learners within Bilingual, ENL, World Language and/or Dual Language Programs
- Provides leadership and supports for Professional Development that is embedded in the school day pertaining to English language learners
- Assists District/Hiring Committee with interviews and selection of personnel as it relates to English language learners

- Assists schools with teacher observations with the area English language learners as per the District's APPR guidelines
- Analyzes data to inform instructional practices
- Oversees curriculum development and instructional practices in all content areas of English language learners
- Supports and attend community functions.
- Participates on District Level Committees
- Other responsibilities as assigned by the Assistant Superintendents for Elementary and Secondary Education and/or the Superintendent of Schools.

Other Duties:

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools/ Assistant Superintendents for Elementary and Secondary Education
- Supports the Superintendent in reviewing and developing board policies and actions to the public and staff.
- Attends meetings of the Board of Education as appropriate.
- Submits items in a timely manner to the Assistant Superintendents for Elementary and Secondary Education, Superintendent of Schools and/or designee with appropriate recommendations based on thorough study and analysis.
- Stays abreast and provides updates on local, state and federal guidelines, regulations and legislation.

Relationship with Community:

- Promotes community understanding and support for the schools.
- Is visible in the community and participates in community activities.

Conditions of Employment:

- Director for Multilingual Programs and World Languages position is a tenure-track **twelve (12) month administration position** which is part of the Peekskill Administrative Association (PAA)

Evaluation:

- Performance of this job will be evaluated annually by the Assistant Superintendents for Elementary and Secondary Education, Superintendent of Schools and/or designee pursuant to District APPR procedures.

Salary Range:

- Director for Multilingual Programs and World Languages position will be part of the Peekskill Administration Association (PAA)