



**Peekskill City School District**  
*A System Focused on Every Student; Every Day*

*Office for  
Administrative Services/HR*

*1031 Elm Street • Peekskill, NY 10566-3499  
(914) 737-3300 FAX: (914) 737-3912*

**PLEASE POST IN APPROPRIATE AREAS**  
**PERSONNEL BULLETIN # 1819-194**  
**ANTICIPATED VACANCIES**  
**April 15, 2019**

**POSITION:** **Director of Multilingual Learners**

**CERTIFICATION:** NYS Certification-School District Leader (SDL/SDA)  
NYS Bilingual Extension

**QUALIFICATIONS:** See attached

**REPORTS TO:** Assistant Superintendent for Curriculum and Instruction

**START DATE:** July 1, 2019 (anticipated)

**CLOSING DATE:** May 10, 2019

**INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: [www.OLASjobs.org/lhv](http://www.OLASjobs.org/lhv)

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 Dr. Joe Mosey, Assistant Superintendent for Administrative Services at [personnel@peekskillschools.org](mailto: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 for Multilingual Learners**  
**JOB DESCRIPTION**

**Primary Function:**

The Director for Multilingual Learners will provide PreK-12 Multilingual Learner leadership focused on the development, implementation and evaluation of all English Language Learner programs. The Director of Multilingual Learners 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 Curriculum and Instruction

**Qualification and Selection Criteria**

- NYS Certification-School District Leader (SDL/SDA)
- Bilingual Extension certification required
- Bilingual/ English and Spanish required
- 5 years of demonstrated expertise as a teacher working with English language learners within Bilingual, ENL and/or Dual 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 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 Superintendent for Instruction.

**Leadership Responsibilities and Expectations:**

- Assist the Assistant Superintendent in providing leadership, direction, and oversight for the districts' PreK- 12 English language learners within Bilingual, ENL, L.O.T.E and/or Dual Language Programs
- Provide leadership and support for Professional Development that is embedded in the school day pertaining to English language learners
- Assist District/Hiring Committee with interviews and selection of personnel as it relates to English language learners
- Assist schools with teacher observations with the area English language learners as per the District's APPR guidelines
- Analyze data to inform instructional practices

- Oversee curriculum development and instructional practices in all content areas of English language learners
- Support and attend community functions.
- Participate on District Level Committees
- Other responsibilities as assigned by the Assistant Superintendent for Curriculum and Instruction and/or the Superintendent of Schools.

**Other Duties:**

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools/ Assistant Superintendent for Curriculum and Instruction
- Supports Board of Education 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 Superintendent for Curriculum and Instruction, Superintendent of Schools and/or designee with appropriate recommendations based on thorough study and analysis.

**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 Learners 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 Superintendent for Curriculum and Instruction, Superintendent of Schools and/or designee pursuant to District APPR procedures.

**Salary Range:**

- Director for Multilingual Learners position will be part of the Peekskill Administration Association (PAA)