

# SENIOR DIRECTOR: BILINGUAL AND MULTICULTURAL EDUCATION PROGRAMS

JOB STATUS: OPEN

POSTING NUMBER: 00065310

SCHOOL YEAR: 2025-2026

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 06/22/2025 04:00 PM

POSTING NUMBER: 00065310

LOCATION: 036:LANG/CULTURAL EQUITY

POSITION TITLE: SENIOR DIRECTOR: BILINGUAL AND MULTICULTURAL EDUCATION PROGRAMS

## JOB DESCRIPTION:

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**Purpose:** The Director of Bilingual Multicultural Education Programs (BMEPs) is the instructional leader for Bilingual and Multicultural Education programs. The Director is responsible for the administration of programs in compliance with all state, local, and federal rules, requirements, or accountability indicators related to our BMEP's. The Director is responsible for and supports instructional projects, initiatives including the use of high-quality instructional pedagogy, comprehensive professional development through advocacy, leadership, management and monitoring. The Director is responsible for developing and directing professional development and technical assistance for school level personnel including principals and teachers in this area.

## ESSENTIAL FUNCTIONS:

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**Essential Functions.** *An individual in this role must be able to perform the following functions with or without reasonable accommodation:*

- Directs and provides guidance district-wide for NMAC 6.32.2 Educational Standards for Bilingual Multicultural Education Guidelines for Implementing Multicultural Education including sets District standards for appropriate bilingual program models
- Directs and oversees the Bilingual Application process for state funding for all schools that have a BMEP program
- Interprets federal and state requirements related to the education of students participating in bilingual programs for the district
- Communicates with the NM Public Education Department and institutions of higher learning in providing direction and leadership for the implementation of bilingual programs in the District
- Creates and coordinates bilingual educational programming, with stakeholders, assuring services within each district Learning Zone that span across the K-12 spectrum to assure continuity of bilingual program model services from kindergarten through grade 12
- Works collaboratively with staff and others in articulating a vision for the district's bilingual programs
- Initiates and provides orientation and training to new BMEP Principals
- Directs and provides guidance district-wide for Native American language programs as dictated by each Native American Tribe represented in APS for students participating in Native Language Programs under Bilingual and Multicultural education programs and Native American Bilingual Seal programs
- Interprets individual Tribal language requirements for APS in the education of Native American language learners in the District
- Directs the development and oversight of the APS Bilingual Seal K-12 pathways and the State Seal of Bilingualism and Biliteracy for APS graduates
- Interprets individual Tribal language requirements and eligibility for State Seal of Bilingualism and Biliteracy for Native American students
- Oversees all district committees related to the implementation of Bilingual Seal programs
- Directs the use of all educational standards (ex. / CCSS in Spanish, WIDA SLD, etc.) in conjunction with the use of high-quality pedagogical practices for bilingual programs and the teaching of second language learners
- Informs administrators and teachers on current research and best practices in bilingual education
- Initiates and coordinates professional development for principals and teachers of schools with bilingual programs and in support of English learners across the district
- Hires and supervises the Language and Cultural Equity resource teacher team
- Collects and analyzes all student achievement data pertaining to students in Bilingual and Multicultural Programs district-wide
- Directs the implementation and oversight of Spanish Language Arts (SLA) Model Classrooms in the District
- Directs the implementation and oversight of Native American Language Arts (NALA) Model Classrooms in the District
- Coordinates with Summer School programs and directs the implementation and oversight of summer school offerings for Culturally and Linguistically Diverse students, students participating in Bilingual and Multicultural programs, and students on the bilingual seal path
- Directs Focus Reviews and coordinates feedback results of all Bilingual programs at each school site in the district.
- Guides the selection of instructional materials for bilingual programming K-12
- Acts as liaison with the greater minority community on behalf of the district
- Organizes collaboration with other District departments in providing and evaluating appropriate services to teachers and students in the District related to bilingual programs and best instructional pedagogy for minority language learners
- Chairs and participates on District committees and task forces on matters related to minority and language minority students
- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations

- Articulates and facilitates the implementation of the mission and values of the Albuquerque Public Schools
- Safeguards confidentiality of privileged information
- Prepares and maintains accurate and complete records and reports as required by law, state directives, District policy and administrative regulations
- Shares the responsibility for the supervision and care of District inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities
- Attends and/or conducts staff meetings and participates on committees within area of responsibility
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor

#### PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

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##### **Preferred Knowledge, Skills & Abilities.**

- Bilingual Endorsement
- Bilingual or Multilingual (proficient in a language other than English)
- Ability to multitask and direct multiple programs at once
- Effective communication skills, both verbal and written
- Flexibility, organization, decision-making and problem-solving skills
- Interpersonal skills with diverse populations, in-person and on the telephone
- Ability to meet deadlines, work on multiple projects and coordinate the work of others
- Knowledge of word processing, database and spreadsheet software
- Knowledge of APS Student Information Systems and STARS reporting related to second language learners and bilingual programming
- Ability to prepare and deliver written and oral presentations, records, and reports using a variety of media

#### REQUIREMENTS:

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##### **Required Education, Licenses, Certifications, & Experience.**

- Master's Degree, Level Three-B Pre-K-12 Administrator Licensure
- Eight years combined experience teaching bilingual or ESL programs and supervision and administration (preferably in a bilingual setting)
- Working knowledge of program development related to NMAC 6.32.2 Educational Standards for- Bilingual Multicultural Education Guidelines for Implementing Multicultural Education Demonstrated success in program development for Bilingual & Multicultural Education

#### CONTACT INFORMATION:

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Contact: Jessica Cano at / [jessica.cano@aps.edu](mailto:jessica.cano@aps.edu)

#### APPLY TO:

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Please apply at [www.aps.edu](http://www.aps.edu) and submit a District Support application.

A cover letter, resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for your application to be considered complete. The cover letter and resume are considered valid for one year from the submission date.

#### ADDITIONAL INFO:

GRADE / LEVEL: DSE 15

SALARY: \$96,822.07

DAYS: 256

HOURS: 8

START DATE: July 1, 2025

[ADA Compliance](#)