Follow the link to apply:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=7WS

**MULTILINGUAL EDUCATION**

*Traditional 235 work days*

*FTE: 1.0*

*Salary Range: $68,683 - $83,116*

**Essential Functions and Objectives:**

*Supports individuals, teams and/or departments through facilitating and regulating a series of activities and work streams. Carries out specific tasks based on established procedures, to ensure a broader set of priorities and objectives are met. Primary focus on execution of assigned tasks in a specific area of responsibility, with a non-technical scope and a high degree of customer service.*

*Provides expertise specific to monitoring the implementation of the Multilingual Education (MLE) Program.*

- *Provides administrative support and assists in carrying out specific activities, such as: distribution of materials, process documentation, developing and conducting trainings, organizes and submits reports, coordinates responses, develops procedures, and maintaining records and files.*

- *Assesses and troubleshoots, escalates problems and interacts with stakeholders across the district to resolve problems related to Multilingual Learner (MLL) family and student engagement. Exercises discretion to make exceptions to policy. Documents exceptions for compliance record keeping and reporting.*
- Ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in of work products. Ensures purposeful, positive and professional interactions and relationships with all stakeholders.

- Identifies process inefficiencies and proposes solutions, identifies opportunities through external research on trends in resources, programs, and services and internal research with stakeholders, and supports improvement efforts in order to ensure smooth execution with appropriate participation and support across the district.

- Supports appropriate school staff with processes affecting the school’s implementation of the program and offers the appropriate path to resolution.

- Develops and supports procedures for monitoring program implementation.

- Provides technical support to elementary, middle, and high schools about program requirements, as directed.

- Supports the preparation and analysis of required reports to state agencies, the Board of Education, U.S. District Court, and other agencies.

- Participates in internal MLL best practices for identification and placement of ELLs.

- Designs and develops professional development trainings and toolkits for departments, instructional superintendents, principals, teachers, students and families.

- Identifies MLE resources and provides guidance for instructional superintendents and principals.

- Facilitates and participates in extensive professional development to deepen understanding of effective practices in the identification, placement, and family and student engagement of MLLs.

**Knowledge, Experience & Other Qualifications:**

- Five (5) or more years of teaching leadership or community engagement experience.

- Bilingual in English and Spanish.
Experience planning and providing professional development and working effectively with adult learners.

Experience with data analysis.

Valid Colorado Driver’s License, appropriate insurance coverage, and acceptable driving record for the past three years.

Proficiency with Microsoft Office products, including Word, Excel, and Outlook, as well as Google Suite.

Effective time management and organizational skills.

Effective interpersonal and communication skills, including well developed conflict resolution, mediation, and persuasion skills.

Excellent verbal and written communication skills in English.

Strong attention to detail.

Demonstrated ability to manage multiple complex projects simultaneously.

The ability to take responsibility for one’s own performance.

Works collaboratively with others on a team and has the ability to build and/or strengthen relationships with internal and external stakeholders.

High degree of integrity in handling confidential information.

Innovative and entrepreneurial with the ability to think outside of the box to develop creative solutions.

Familiarity with and willingness to learn about and utilize workplace technology to improve communication, collaboration, and productivity.

Knowledge of state and federal ELA program requirements.

**Education Requirements:**

Bachelor’s Degree in Curriculum or related field with record of special courses and/or in-services in English Language development.
Additional Information:

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [dpsk12.org](http://dpsk12.org).

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.