

JOB DESCRIPTION

Cumberland County School District

FEDERAL PROGRAMS TITLE III (ESL) SUPERVISOR

Purpose Statement

The job of Federal Programs Title III (ESL) Supervisor was established for the purpose/s of directing/overseeing Federal Title III (ESL) Programs Grants. The basic and broad duty is to implement and coordinate Federal Title III ESL Programs/Grants in all eligible attendance centers.

Supervisory Controls

Responsible to the Chief Academic Officer for the efficient and effective accomplishment of assigned tasks.

Essential Functions

- Collaborate and work cooperatively with internal and external personnel for the purpose of developing and maintaining Title III/ESL services and programs
- Compile data for the development and evaluation of programs
- Comply with legal, administrative and/or financial requirements
- Coordinate Title III/ESL operations among eligible schools for the purpose of ensuring that district objectives are achieved and resources are effectively utilized
- Monitor Title III/ESL budget allocations, expenditures, and financial activities to ensure that fiscal practices are followed
- Participate in Title III/ESL meetings, workshops and conferences for the purpose of conveying and/or gathering information required to perform functions
- Supervise Title III/ESL assigned program personnel to ensure individual and program performance objectives are met
- Prepare a variety of Title III/ESL program related reports in both manual and electronic formats to document activities, convey information and ensure program requirements are met in an effective and timely manner
- Implement Title III/ESL programs/grants to conform to district and state instructional objectives
- Develop, evaluate, implement and maintain Title III/ESL services in compliance with established rules, regulations and guidelines.
- Complete and submit Title III/ESL district, state and federal reports in a timely manner
- Meet with regional, state, and/or federal monitors
- Prepare and distribute appropriate Title III project information to school personnel and/or community
- Provide professional development opportunities in core curriculum areas

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, using pertinent software applications, and preparing and maintaining accurate records.
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Must communicate with diverse groups in oral or written form, be an effective listener and maintain

- confidentiality
- Able to manage varied projects and programs
- Able to guide and supervise others

Responsibility

To effectively and efficiently support the mission of the Cumberland County School System and accomplish all assigned tasks/missions

Working Environment

- The work is performed in a hazard-free, clean office environment.
- The work is moderately sedentary but some lifting, walking, bending and driving are required.
- Position requires a physical exam to meet health and physical requirements.

Experience

Incumbent shall have at least five years of work related experience.

Education

Incumbent shall have a valid Tennessee teacher's license with appropriate endorsement based on a minimum of a Master's Degree.

Certificates and Licenses

Obtain and maintain TEAM teacher evaluation certification

Requirement

This is a certified position.

Clearances

Criminal justice fingerprint/background clearance