

# SANTA FE SOUTH SCHOOLS, INC.

CHRIS BREWSTER ~ SUPERINTENDENT    ALEX SOUZA ~ ASSISTANT SUPERINTENDENT

4825 South Shields Blvd. Oklahoma City, OK 73129  
405.601.5742 fax.405.601.5435



[www.santafesouth.org](http://www.santafesouth.org)

**Job title:** Director of EL Program (English as Second Language)  
**Reports to:** Superintendent or his/her designee  
**Contract Days:** 220 days

## Description:

Provides leadership, supervision, guidance, and support for the English Learners (ELL) Program. Support and lead the school leadership framework and the district's vision, mission, and goals; will provide instructional leadership support to teachers and staff. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of our school district.

## Essential Functions:

- Provides districtwide leadership for K-12 EL instructional, curricular, and professional development initiatives.
- Oversees data collection and analysis for planning and scheduling, and leads in the use of language proficiency data with state level assessment and achievement data to improve the overall achievement of EL students.
- Facilitates the design and implementation of a strategic five-year plan for English language acquisition.
- Conducts policy analysis and policy development related to English Learners (EL) students and ELL curriculum and instruction.
- Implements a comprehensive program for increasing English language acquisition and academic achievement for all English Learners.
- Collaborates with universities and colleges to expand and maintain programs related to English language acquisition.
- Collaborates with District administrators to integrate effective language acquisition instruction into all classrooms.
- Implements a professional development plan to provide culturally responsive instruction to all students.
- Maintains compliance with federal, state, and District policies and regulations.
- Interacts with District, schools, parents, and EL students as appropriate to meet the needs of all English Learners.
- Demonstrates success incorporating culturally-competent strategies and utilizing culturally-responsive communication and engagement strategies with all members of the school community.
- Attends work on a prompt and regular basis.
- Maintains confidentiality.
- Maintains satisfactory, harmonious working relationships with the public, students, and employees.
- Assists with other duties as may be assigned.

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## Minimum Qualifications:

- Valid Oklahoma or other state\* School Administrative credentials or comparative leadership credentials.
- Five (5) successful years of teaching EL, strongly preferred, or comparative experience.
- Prior experience as EL Director preferred, or comparative experience.
- Ability to create a safe, orderly, positive school climate for students and staff.
- Ability to foster growth, creativity, and flexibility using a variety of techniques.
- Ability to facilitate resolution of complex interpersonal issues.
- Demonstrate successful experience in shared decision-making, program development, staff supervision and evaluation.

\*Must secure an Oklahoma Administration Certification as soon as possible.

## How to Apply:

Qualified interested applicants should submit letter of interest and resume to:  
[jobs@santafesouth.org](mailto:jobs@santafesouth.org)

*Santa Fe South Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.*