

## **Hobbs Municipal Schools Job Description**

**Position:** Director of Bilingual Education

**Supervisor:** Superintendent, Assistant Superintendents

**General Job Description:** To perform such duties as delegated the Superintendent or Assistant Superintendents of Schools. The Bilingual Director will coordinate the Bilingual programs in cooperation with the principals and staff. The Bilingual Director will ensure that all programs are in compliance with state and federal guidelines.

**Qualifications:**

1. Master's degree.
2. Valid New Mexico administrative license as required by the State of New Mexico.
3. Bilingual endorsement preferred.
4. Five years experience in public school administration and supervision and/or teaching.
5. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current education issues through a process of ongoing personal development.
10. Comply with all School Board policies and administrative regulations.
11. Prepare basic budget and carryover budget for Bilingual programs.
12. Do staff projections for Bilingual programs.
13. Assist in employment and supervision of all Bilingual staff.
14. Coordinate all Bilingual programs for the Hobbs Municipal Schools.
15. Be responsible for all applications and evaluation of programs.
16. Coordinate advisory committees for Bilingual programs on a needs basis.
17. Plan and coordinate staff development for Bilingual personnel in cooperation with the Superintendent and Assistant Superintendents.
18. Remain current on changing laws and requirements regarding Bilingual programs.
19. Compile student assessment data.
20. Be responsible for all reports and other paperwork as may be required.
21. Comply with audit requirements for all Bilingual programs.
22. Provide information to local media outlets as appropriate.
23. Deal with information that is confidential regarding personnel and labor relations issues.
24. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training  
Child Abuse/Substance Abuse Workshop

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.