

Job Description(s) for President's Cabinet Review

Job Description	
Title:	Director, English as a Second Language (<i>Previously Director, English Language Learners</i>)
Unit:	Management
Range:	M-15
Synopsis:	Modified
Rationale:	In anticipation of a future recruitment opportunity, the job description was updated with clarifying language, and standard language was added. The title was also changed to English as a Second Language, as this is the more widely used term and aligns with other colleges and adult education institutions.
Incumbent:	To be recruited
Approved?	

Martha Stone

President's Signature

March 3, 2026

Date

Comments:

DIRECTOR, ENGLISH AS A SECOND LANGUAGE LEARNERS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the District's **College's** English as a Second Language (ESL) and Intercultural Programs, including development and implementation of ESL courses and programs; coordinates assigned activities with other District **College** departments, staff, and outside agencies; provides highly responsible and complex professional assistance to the Dean, Continuing Education **management** in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over **faculty**, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This **position** is a ~~Department Director~~ **within the educational administrator** classification that oversees, directs, and participates in all activities of the ESL Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to ~~the Dean, Continuing Education~~ **management** in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District **College** functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District **College** goals and objectives within general policy guidelines. ~~This class is distinguished from the Dean, Continuing Education in that the latter has overall management responsibility for all Continuing Education Division functions, programs, and activities, for accomplishing divisional planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.~~

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all District **College** ESL and Intercultural programs, services, and activities, including academic, vocational, citizenship, and career education and matriculation services for ESL students.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District **College** policy, appropriate budget, service, and staffing levels.

3. Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
4. Selects, trains, motivates, and directs the assigned department personnel ~~and faculty~~; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and ~~District~~ **College** needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
6. Oversees the provision of ESL placement testing services; ensures process of placement testing complies with professional, ethical, and regulatory requirements as determined by standards established by academic professional organizations and the state; provides expertise on development of policies and procedures in the implementation of matriculation regulations.
7. Interprets and ensures compliance with Title 5 regulations and requirements related to noncredit programs.
8. ~~Develops, directs, and evaluates ESL assessment and course placement program for the District.~~
9. ~~Workings~~ with faculty, assures planning and development of curriculum and Student Learning Outcomes (SLOs) related to the ESL program; **develops, directs, and evaluates ESL assessment and course placement program for the College.**
10. ~~Develops and implements marketing strategies to promote departmental programs.~~
11. Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
12. ~~Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to ESL.~~
13. Attends and participates in professional group meetings and various ~~District~~ **College** committees and advisory groups; stays abreast of new trends and innovations in the field of ESL and other programs and services as they relate to the area of assignment.
14. Collaborates and communicates with other ~~District~~ **College** departments and staff and community agencies to develop and implement effective ESL; **develops and implements marketing strategies to promote departmental programs.**
15. ~~Maintains and directs the maintenance of working and official departmental files.~~
16. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
17. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the ~~Dean, Continuing Education~~ **management.**
18. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

19. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
20. **Attends the College's annual commencement ceremony as part of their official duties.**
21. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
22. Oversees, leads, and provides high-level **quality** customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
23. Utilizes critical thinking, **sound** decision-making, and problem-solving skills with tact, confidence, and diplomacy.
24. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
25. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
26. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
27. Performs other related duties as assigned **consistent with the scope of the position.**

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
5. Theories, principles, and practices of Second Language Acquisition (SLA) and their application to effectively provide high-quality services to students.
6. Research and reporting methods, techniques, and procedures.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to ~~career and community education programs, services, and operations~~ **assigned area of responsibility.**
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. ~~Modern office practices, methods, and computer equipment and applications.~~
11. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~

12. Techniques for effectively representing the District **College** in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively ~~dealing~~ **interacting** with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic **levels** and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Oversee and address gaps in DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** in the recruitment and retention of faculty, **management,** and staff.
3. **Exercise** ~~C~~critical thinking and **sound** decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with **ethics,** tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. ~~Provide administrative and professional leadership and direction for the department and the District.~~
6. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
7. ~~Prepare and administer budgets; allocate limited resources in a cost effective manner.~~
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. **Establish and maintain a variety of filing, record-keeping, and tracking systems.**
10. **Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.**
11. ~~Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.~~
12. ~~Select, train, motivate, and evaluate the work of staff and train staff in work procedures.~~
13. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
14. ~~Effectively administer a variety of ESL programs, services, and activities.~~
15. ~~Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.~~
16. **Communicate effectively through various modalities.**
17. **Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
18. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

19. ~~Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.~~
20. Establish and maintain a variety of filing, record-keeping, and tracking systems.
21. **Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.**
22. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
23. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
24. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
25. ~~Understand scope of authority in making independent decisions.~~
26. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; **understand scope of authority in making independent decisions.**
27. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. ~~Equivalent to a Master's degree from a regionally **or nationally** accredited college or university with major coursework in education, Adult Language Acquisition, or a related field; and~~
2. Five (5) **full-time equivalent** years of increasingly responsible experience working with ESL instructional or similar programs.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

~~Possession of, or ability to obtain, a valid California Driver's License by time of appointment. **None.**~~

PHYSICAL DEMANDS

Must possess mobility **be able** to work in a standard office setting and use standard office equipment, including a computer **technological devices**; to operate a motor vehicle and to visit **communicate with individuals at** various District **College** and meeting sites;

~~vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone~~ **the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media.** This is primarily a sedentary office classification although ~~standing and walking~~ **movement** between work areas may be required. ~~Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.~~ Positions in this classification occasionally ~~bend, stoop, kneel,~~ **may need to physically** reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects **weighing** up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. ~~Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes.~~ Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 1/2016; 8/2023