



## PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8235  
Pay Grade: C09

FLSA: Exempt

<b>DIRECTOR, MULTILINGUAL SERVICES</b>	
<b><u>REPORTS TO:</u></b>	Chief Academic Officer
<b><u>SUPERVISES:</u></b>	Instructional Staff Professional/Technical/Supervisory Staff Support Staff
<b><u>QUALIFICATIONS:</u></b>	Master's degree from an accredited college or university with certification in English or at least one (1) foreign language. Certification in supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching. Demonstrated cross-cultural communication skills and sensitivity.
<b>MAJOR FUNCTION</b>	
Plans, directs, and implements Multilingual Services for K-12 English Learners (EL) and world language students, countywide. Oversees all fiscal, programmatic, and reporting responsibilities related to Title III of the Elementary and Secondary Education Act (ESEA) and state ESOL mandates, ensuring compliance with federal and state requirements. Leads the planning, execution, monitoring, and evaluation of Title III initiatives to support ESEA-mandated activities and improve academic outcomes for EL students.	
<b>ESSENTIAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Works collaboratively with district and school leaders to provide services for EL and world language students.</li><li>• Collaborates with district curriculum supervisors to establish and implement instructional strategies and curriculum for EL and world language students.</li><li>• Develops and provides professional development for enhancing instruction and instructional leadership for EL and world language students.</li><li>• Assists schools in analyzing district and state assessment data to continually improve academic achievement of EL and world language students.</li><li>• Ensures the districtwide implementation of federal Title III and state ESOL requirements.</li><li>• Develops and monitors the Title III project and budget.</li><li>• Prepares FTE projections, staffing model recommendations, and the establishment of budget priorities.</li><li>• Supports principals' in achieving goals aligned with the District Strategic Plan.</li><li>• Manages data collection and reporting functions for <del>EL</del> the Multilingual Services department; utilizes data in decision-making.</li><li>• Promotes, reviews, and communicates progress towards the District Strategic Plan.</li><li>• Coordinates professional training related to educating EL and world language students for K-12 teachers and administrators.</li><li>• Monitors current levels and trends in key indicators of satisfaction and dissatisfaction related to student achievement, including comparisons and benchmarks for EL and world language students.</li><li>• Establishes program criteria-and oversees the testing, scheduling, and grade placement of EL students.</li><li>• Serves as the district liaison with the Hispanic Leadership Council.</li><li>• Ensures districtwide compliance with all state and federal requirements related to EL and world language students.</li><li>• Develops and monitors the implementation of the district's EL Plan, EL Add-On Plan for ESOL Endorsement, and EL Policy.</li></ul>	

## DIRECTOR, MULTILINGUAL SERVICES

ESSENTIAL RESPONSIBILITIES (CONTINUED)
<ul style="list-style-type: none"><li>• Collaborates with other district and federal program administrators to ensure equal access to programs and services such as, exceptional education, early childhood, vocational, adult education, dropout prevention, gifted, IDEA, Title I, Homeless, etc. programs and services.</li><li>• Performs other related duties as assigned.</li></ul>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 03/06/19 LM; BOARD APPROVED: 04/23/19; REVISED: TITLE, RT, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25

**DIRECTOR, MULTILINGUAL SERVICES**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds			X		
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Director, Multilingual Services - **Admin**