

DIRECTOR OF HISPANIC STUDIES

Code No: 3-19-006
Non-Competitive, Pending NYS*

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for establishing and implementing effective programs to meet the needs of Hispanic students. The employee is also responsible for implementing the recommendations of the Access for Hispanics to Opportunities Results in Achievement (AHORA) report and communicates in both Spanish and English. The employee reports directly to and works under the general supervision of the Chief Academic Officer. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Researches and analyzes local and national data to identify effective programs and practices in working with limited English proficient students;

Provides direct support to schools to institute effective programs and practices that will meet the needs of limited English proficient students;

Assists in increasing responsiveness to students and families in schools and within the community;

Acts as liaison to the Hispanic Steering Committee;

Develops and maintains a data base of major indicators including achievement, placement and personnel patterns which affect the education of Hispanic students;

Assists in planning and coordinating major projects outlined in the AHORA report;

Plans, coordinates, evaluates and develops the budget for AHORA Report projects;

Coordinates the production of a bilingual quarterly newsletter;

Devises training programs to improve teaching in order to meet the needs of limited English proficient students;

Serves on advisory groups and councils.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the AHORA Report; good knowledge of City School District's policies and procedures; good public speaking skills; good organizational skills; ability to research and analyze data; ability to communicate effectively in both English and Spanish; ability to develop teaching improvement training program; ability to establish and maintain effective working relationships; ability to work with children and adolescents; multicultural awareness; thoroughness; dependability; integrity; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years full time paid or voluntary, or its part-time equivalent professional* experience in program planning and community relations; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years full time paid or voluntary, or its part-time equivalent professional* experience in program planning and community relations; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 13, 1995

REVISED: May 4, 2000

REVISED: February 7, 2002

*withdrawn