Who We Are
The San Francisco Unified School District (SFUSD) is California’s seventh largest school. Every year, more than 55,000 students, speaking more than 44 documented languages, have powerful learning experiences in the 130 public schools within the City and County of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. We place access and equity, student achievement, and accountability at the forefront of every child’s education in pursuit of this mission.

What It Means to Work Here
When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning, Impact Lives.

Who We Want
We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

As the Program Administrator of the Multilingual Pathways Department (MPD), you will report to the MPD Director and be an active leader in the MPD Instructional Leadership Team (ILT). You will help lead the district’s transformational work to develop and support our teachers, school leaders and instructional staff. We want someone who will ensure that strong systems and structures are in place to effectively address the needs of English Learners (ELs).

We expect the Multilingual Pathways Department’s Program Administrator to:

- Design, implement and regularly evaluate the systems and structures that support English Learners, i.e., EL reclassification and EL funding.
- Ensure that district departments and schools are in compliance with all district, state and federal guidelines, requirements, and procedures for English Learners and other pathway language learners.
- Coordinate district and site-based support for both internal and external reviews of EL programs and services, e.g., Federal Program Monitoring.
- Support schools in the development of their Balanced Score Card and budget as they relate to EL programs, services, and funding.
• Manage district and site-based allocations and expenditures of EL funding, e.g., monitoring of site-based expenses of Supplemental Concentration Grant for English Learners (SCG-EL).
• Develop and provide professional development for administrators and teachers on improvements in systems and structures for ELs.
• Support the work of the district’s citizen advisory committees that monitor English Learner services and funding, such as the District English Learner Advisory Committee and Bilingual Community Council.

The strongest candidates will have:

• Knowledge of the educational needs of English Learners in San Francisco’s public schools/urban public schools
• A proven record of effectively planning, organizing and using resources to take action
• Success leading effective professional development that drives toward improved student learning outcomes, especially for English Learners
• Knowledge of California Content Standards, ELD Standards, Next Generation Science Standards and the instructional shifts driven by the Common Core Standards
• Experience with effectively addressing the needs of ELs with Individualized Education Programs (IEPs)
• Experience and success with effective communication and presentations to large groups, including board members, EL parents, administrators, teachers and other stakeholders
• Strong analytic and systems thinking necessary to interpret data to inform goals and strategy, as well as build infrastructure where none exists
• Experience developing and managing budgets
• Familiarity with state and federal requirements for EL services and program compliance for use of state and federal funds
• Ability to coordinate and support comprehensive EL audits as required by district policy and state and federal law

Minimum Qualifications
• A Master’s in education or a related field, or comparable management-level experience
• Administrative Services Credential and a teaching credential
• A minimum of 3 years as a site administrator

What We Offer
SFUSD offers a competitive salary commensurate with experience in a similar position and the SFUSD UASF Salary schedule. We offer a comprehensive benefits package including dental and vision plans, a defined benefit pension disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply
• Visit www.sfusd.edu/jobs and create a new certificated administrative account to begin your application.
• You will be prompted to electronically attach a letter of interest, resume, letters of recommendation and administrative credentials/licenses.
• Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.
The San Francisco Unified School District is committed to maintaining an educational environment where all persons who participate in school programs and activities can work and learn together in an atmosphere free of all forms of harassment or intimidation. The Board prohibits sexual harassment of students, employees or other persons, at school or at school-sponsored or school-related activities. San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.