Secondary Program Administrator,
Multilingual Pathways Department

Who We Are
The San Francisco Unified School District (SFUSD) is California’s seventh largest school district. 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 Secondary (6-12) Program Administrator of the Multilingual Pathways Department (MPD), you will report to the Director of MPD 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) and English proficient students enrolled in our language pathways.

We expect the Secondary Program Administrator of the Multilingual Pathways Department to:

- **Build site based capacity to develop and implement language pathways**, i.e., secondary dual language and secondary world language through various PD opportunities.
- **Coach and support Teachers on Special Assignment (TSAs)** who provide direct support for the district’s language pathways.
- **Identify and/or develop curricular resources** for language pathway implementation and make accessible for school administrators and teachers.
- **Identify and/or develop formative assessments in the pathway language.**
- **Design, implement and regularly evaluate the systems and structures that support the district’s language pathways.**

*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 develop high functioning language pathways
• Success leading effective professional development that drives toward improved student learning outcomes, especially for English Learners in language pathways
• Knowledge of California Content Standards, ELD Standards, Next Generation Science Standards and the instructional shifts driven by the Common Core Standards within the context of language pathways
• Experience with effectively addressing the needs of ELs with Individualized Education Programs
• Experience and success with effective communication and presentations to large groups, including board members, language pathway 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

**Minimum Qualifications**

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

**What We Offer**

SFUSD offers a competitive salary commensurate with experience in a similar position and aligned with the UASF Salary Schedule. We offer a comprehensive benefits package including dental and vision plans, a defined benefit pension plan, 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](http://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.

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*San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a nondiscriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.*