



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of English Language Learners and Translation Services	Federal Programs	Director of Federal Programs

Position No: 63008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 11/20/18
FSLA: Exempt	Date Revised:

JOB GOAL
To assist in the development, implementation, coordination, collaboration and monitoring of high quality instruction and professional development that supports the academic achievement of K-12 English Language Learners. To provide effective communication and parent resources in multiple languages in alignment with the District's Strategic Plan.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher. 2. Certification in Administration and Supervision or Educational Leadership preferred. 3. Minimum of five (5) years of teaching experience. 4. Familiarity with Federal Title III regulations, guidelines and Every Student Success Act (ESSA). 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assist the Director of Federal Programs in the planning, coordination, and evaluation of the Title III and ESOL programs in St. Lucie County to ensure consistency with applicable laws, rules and regulations. 2. Assist in the selection of appropriate supplemental curricular materials and resources that support comprehensible instruction of English language learners. 3. Assist in interpreting the Title III and ESOL programs to parents, school personnel, and the community at large. 4. Assist in the development, implementation, and evaluation of the District's English Language Learner (ELL) Plan. 5. Collaborate with the Curriculum Department to establish and maintain a vertical K-12 comprehensive services for ELLs. 6. Facilitate and support the integration of effective ELL strategies across all curriculum areas to ensure English Language Learners' needs are met. 7. Collaborate with Professional Development (PD) staff in executing job-embedded PD through content and language acquisition based professional development. 8. Monitor and provide leadership in utilizing required assessment results and academic progress to improve instructional practices affecting the success of English Language Learners; monitor schools' procedures and reporting to ensure FTE audit compliance. 9. Coordinate the development of written translations and scheduling of oral interpretations for District-wide and school specific documents and meetings. 10. Know and understand the META Consent Decree and work with principals, teachers, and district personnel in ensuring compliance. 11. Maintain working relationships with local, regional, state, national assistance, and governmental agencies and attend Technical Assistance Meeting with the ability to disseminate information from those meetings to appropriate staff.

12. Engage in ongoing professional learning and continuous improvement to enhance skills as related to the job responsibilities.
13. Administer, audit, compile and analyze FTE data, and associated compliance with reporting and eligibility requirements.
14. Assist schools with the preparation and verification of FTE membership, including appropriate program assignment
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16. Perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.