



JOB TITLE	DEPARTMENT	REPORTS TO
ESOL Program Compliance Specialist	School Improvement	Assistant Superintendent, School Improvement

Position No: 63012	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 10/28/14
FSLA: Exempt	Date Revised:

JOB GOAL
To work cooperatively and collectively with Principals, staff, and other supervisors to ensure that ESOL programs and services are coordinated in the schools and are administered uniformly and equitably.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Valid Professional Florida Teaching Certification. 2. Minimum of five (5) years classroom teaching experience. 3. Familiarity with computer-based databases spreadsheets. 4. Knowledge of rules, regulations, and procedures related to FTE reporting, compliance, and auditing. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To administer, audit, compile, and analyze FTE data, and associated compliance with reporting and eligibility requirements. 2. To assist schools with the preparation and verification of FTE membership, including appropriate program assignment. 3. Assist schools with the preparation and maintenance of documentation required for FTE audits and to substantiate the FTE reported for weighted programs. 4. To coordinate ESOL program components, support school needs and operations for the purpose of meeting student needs while complying with District and/or program guidelines. 5. To evaluate ESOL program activities and components for the purpose of ensuring that student needs are met while maintaining program and district guidelines. 6. To maintain a variety of detailed records in a variety of written and electronic formats (e.g. internal communications, budgets, program compliance, etc.) for the purpose of meeting program reporting requirements. 7. To complete in a timely fashion all records and reports as required by law and regulation or requested by the Assistant Superintendent of School Improvement. 8. To prepare a variety of program related reports in both manual and electronic formats (e.g. media communications, translations, guidelines, recommendations, curriculum components, state and federal reporting, etc.) for the purpose of documenting activities, conveying information and ensuring program requirements are met in an effective and timely manner. 9. To lead and/or participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions. 10. To present information to District and Community groups (e.g. program offerings, participation levels, recourses, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls. 11. To promote involvement and understanding of the ESOL program for the purpose of meeting the ongoing needs of, and encouraging participation in, the ESOL programs and related course offerings.

12. To provide external oversight for planning, development and implementation of Title III grant activities to ensure compliance with federal and state guidelines
13. To assist in planning and coordinating the mandated district ESOL Parent Leadership Council meetings and activities
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.
16. Performs 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.