



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

Position No: 63101	Length of Work Year: 11 Months
Salary Schedule: IN11	Date Approved: 8/10/08
FSLA: Exempt	Date Revised: 7/14/09; 10/15/14

JOB GOAL
To ensure proper and efficient operation of the ESOL Programs and to assure that the program is implemented and services delivered in accordance with the approved LEP Plan and applicable guidelines.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree in education. 2. ESOL Endorsement. 3. Three (3) years successful teaching experience. 4. Experience and training in using ESOL strategies. 5. Demonstrated aptitude for assigned responsibilities. 6. Ability to communicate effectively with others. 7. 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 serve as a resource to school-based staff in the administration and interpretation of the Initial Placement Test and ELL Committee placement. 5. To provide technical assistance to district and school-based staff in meeting the requirements of the ESOL Law. 6. To provide guidelines for updating and consolidating required ESOL paperwork to ensure consistency with ESOL state guidelines. 7. To develop ESOL compliance guidelines and procedures as it pertains to the identification, continuation of services and exit from the ESOL program based on state guidelines. 8. To train, support and provide school based contacts with time sensitive ESOL program information. 9. To participate in training and professional development activities. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties assigned by 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.