



JOB TITLE	DEPARTMENT	REPORTS TO
School ESOL Compliance Assistant	School Based	Principal/Director

Position No: 73093	Length of Work Year: 12 Months
Salary Schedule: C21	Date Approved: 9/14/17
FSLA: Non-exempt	Date Revised:

JOB GOAL
To provide strong support, training, and facilitation for all aspects of ESOL Compliance requirements.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent, Bachelor's degree preferred. 2. Demonstrated ability to work with diverse groups and effectively communicate both orally and in writing. 3. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. 4. T.A.B.E. test required. (Bachelor's degree will satisfy this requirement.) 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Monitors and conducts ELL student assessment and placement procedures. 2. Coordinates ESOL record-keeping and ensures compliance is up to date per state requirements. 3. Assists school staff with ensuring ESOL program compliance. 4. Assists in working with parents of ELL's. 5. Assists school staff with Florida Standards Assessment (FSA) reading, writing, and math programs for all ELL students. 6. Coordinates and facilitates the school ELL Committee. 7. Coordinates and monitors schools' registration procedures to ensure that they are appropriate for ELL students. 8. Collaborates with community agencies and organizations in assisting families to access available resources. 9. Coordinates dissemination of translated documents to parents of ELL students. 10. Collaborates with district Instructional Support Specialist to determine needed school-based ESOL support 11. Meets on a monthly basis with District ESOL Program Support Staff to exchange information regarding ESOL issues. 12. Provides support for internal ESOL audits 13. Performs assigned tasks in a timely and efficient manner. 14. Performs assigned tasks with a high standard of quality. 15. Performs other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.