



JOB TITLE	DEPARTMENT	REPORTS TO
School ESOL Contact	School Based	Principal/Chief Academic Officer

<b>Position No:</b> 59090	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> IN10	<b>Date Approved:</b> 12/8/15
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 1/28/16

JOB GOAL
To provide strong leadership, management, support, training, and facilitation for all aspects of ESOL Compliance requirements and the educational needs of ELL (English Language Learner) students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree or higher.</li> <li>2. Valid Florida Certification, ESOL preferred.</li> <li>3. Minimum of three (3) years successful teaching experience with ELL students.</li> <li>4. Demonstrated ability to work with diverse groups and effectively communicate both orally and in writing.</li> <li>5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities</li> <li>6. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Monitors and conducts ELL student assessment and placement procedures.</li> <li>2. Coordinates ESOL record-keeping and ensures compliance is up to date per state requirements.</li> <li>3. Assists school staff with ensuring ESOL program compliance.</li> <li>4. Assists in working with parents of ELL's.</li> <li>5. Assists school staff with Florida Standards Assessment (FSA) reading, writing, and math programs for all ELL students.</li> <li>6. Coordinates and facilitates the school ELL Committee.</li> <li>7. Coordinates multi-cultural initiatives at the school.</li> <li>8. Establishes school data collection, analysis, and reporting systems to assess student progress.</li> <li>9. Coordinates and monitors schools' registration procedures to ensure that they are appropriate for ELL students.</li> <li>10. Collaborates with community agencies and organizations in assisting families to access available resources.</li> <li>11. Coordinates dissemination of translated documents to parents of ELL students.</li> <li>12. Collaborates with district Instructional Support Specialist to determine needed school-based ESOL support</li> <li>13. Meets on a monthly basis with District ESOL Program Support Staff to exchange information regarding ESOL issues.</li> <li>14. Instructs identified ELL students or groups of ELL students in FSA preparation to ensure increased student achievement.</li> <li>15. To perform assigned tasks in a timely and efficient manner.</li> <li>16. To perform assigned tasks with a high standard of quality.</li> </ol>

17. To 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.