



JOB TITLE	DEPARTMENT	REPORTS TO
School ESOL Specialist	School Based	Principal

Position No: 51077	Length of Work Year: 10 months
Salary Schedule: IN10	Date Approved: 10/2/24
FSLA: Exempt	Date Revised:

JOB GOAL
To provide strong leadership, management, support, training, and facilitation for all aspects of ESOL and to help students learn subject matter and language acquisition skills that will contribute to their development.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher 2. Valid Florida Certification, ESOL Certification or Endorsement required. 3. Minimum of three (3) years successful teaching experience with ELL students. 4. Demonstrated ability to work with diverse groups and effectively communicate both orally and in writing. 5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities 6. 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. Coordinates and facilitates the school ELL Committee. 6. Establishes school data collection, analysis, and reporting systems to assess student progress. 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. Meets and collaborates on a monthly basis with District ESOL Program Support Staff to exchange information regarding ESOL issues. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. Meets and instructs assigned ELL students/classes in the locations and at the times designated for less than 50% of the school day. 13. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students. 14. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the-for students. 15. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior. 16. Encourages ELL-students to set and maintain standards of classroom behavior.

17. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
18. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
19. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
20. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
21. Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
22. Assists the administration in implementing all policies and/or rules governing student life and conduct and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
23. Plans and supervises purposeful assignments for ESOL paraprofessionals teacher and/or volunteer(s).
24. Attends staff meetings and serves on staff committees as required.
25. To perform other duties as assigned by the principal.

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.