

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ESOL PROGRAM SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in a foreign language.
- (3) Bilingual, preferably in Spanish and English.
- (4) At least 5 years of successful teaching experience.
- (5) ESOL certification or Endorsement.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and implement federal, state, and local rules, laws and policies. Ability to interpret and use data in developing plans, programs, and proposals. Demonstrate effective skills in written and oral communication. Ability to use a computer and applicable software programs. Ability to work cooperatively with school and District personnel. Ability to represent the District at regional and state functions. In-depth knowledge of assigned curriculum and program areas. Ability to plan and present information to a variety of audiences.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To provide leadership, coordination and support of ESOL services to LEP students that will enhance opportunities for student growth and improved student performance.

SUPERVISES:

ESOL Itinerant Teacher
Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ESOL PROGRAM SPECIALIST (Continued)
PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Perform the duties of a resource / liaison person for all school centers in all assigned curriculum areas.
- * (2) Preview, evaluate, and recommend classroom materials as requested.
- * (3) Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- * (4) Coordinate translations of school and District documents.
- * (5) Translate student transcripts from foreign countries to equate listed courses with appropriate District courses.
- * (6) Prepare reports to address all assigned curriculum areas as needed.
- * (7) Provide materials and activities which address LEP student needs as requested.
- * (8) Prepare and monitor budgets for assigned areas.
- * (9) Interview teacher and paraprofessional candidates in assigned areas as requested.

Interagency Communication and Delivery

- * (10) Provide a link between and among District administrators and school centers and community.
- * (11) Provide information regarding curriculum recommendations / changes to school-level personnel.
- * (12) Work cooperatively with ESE, Alternative Education and Adult and Community Education in assigned curriculum areas.
- * (13) Coordinate educational programs with appropriate community organizations.

Professional Growth and Improvement

- * (14) Organize and direct inservice programs in all assigned curriculum areas.
- * (15) Remain abreast of developments in media / technology education.
- * (16) Attend and participate in local, regional, and state meetings and conferences representing the assigned curriculum areas.
- * (17) Promote and support the professional growth of self and others.
- * (18) Maintain a network of peer contacts through professional organizations.

Systemic Functions

- * (19) Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- * (20) Assist Social Work Services and Psychological Services in extending assistance and support to appropriate clients and families.
- * (21) Provide input to appropriate personnel regarding upcoming plans, program coordination and curriculum area developments.
- * (22) Coordinate curriculum guides with teachers for each of the assigned areas.
- * (23) Assist in the testing of the LEP population.
- * (24) Supervise the ESOL Itinerant Teacher and support personnel.
- * (25) Develop and produce the LEP plan for the District.
- * (26) Monitor the compliance with the LEP plan.
- * (27) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * (28) Prepare all required reports and maintain all appropriate records.
- (29) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (30) Assist all teachers and administrators functioning in a supportive or functioning role in each assigned area.
- * (31) Supervise compliance with all local, state and federal policies, laws, rules and regulations related to the assigned area.

*Essential Performance Responsibilities