

Santa Rosa County District Schools

Job Description

Teacher on Special Assignment for ESOL Facilitator

Reports To: Director of Federal Programs
FLSA Status: Exempt
Department: Federal Programs
Prepared by: Human Resources
Date: October 8, 2020
Job Code: 20139

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Monitor and track ESOL in-service/course requirements for teachers and administrators to verify compliance with district and DOE ESOL in-service requirements.
- Analyze student achievement data to determine curriculum and staff development needs in ESOL.
- Administer ESOL Program according to state statutes and federal mandates.
- Monitor instruction of ELLs and services of ESOL Resource teachers to comply with state statutes and federal mandates.
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda.
- Maintain expertise in ESOL curriculum design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Supervise and assist in ESOL student assessment to identify areas of strength and weakness in the curriculum.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development.
- Provide appropriate information to the Superintendent, Assistant Superintendent, Director of Federal Programs, Director of ESE, or other personnel as requested.
- Provide own method of transportation, when required, to visit various sites.
- Maintain official records and files as required by applicable laws, policies, procedure and regulations and perform other incidental tasks consistent with the goals and objectives of this position.
- Maintain ELL data in the Student Information System and on the ESOL Department data base.
- Meet DOE reporting requirements to ELL parents, schools, School Board and teachers.

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- Communicate with parents, teachers and administrators regarding requirements of the ESOL program, including in-service, student placement and other issues related to the education of ELLs.
- Facilitate the organization, planning and implementation of parent involvement activities twice a year
- Perform other tasks and/or responsibilities related to the ESOL program as assigned by the Director of Federal Programs

Supervision Received:

Director of Federal Programs

Supervision Exercised:

NA

Minimum Qualifications & Skills:

- Bachelor's degree or higher from an accredited institution
- Currently hold or eligible for Florida Teaching Certificate or appropriate license
- Currently hold or be eligible for ESOL certification, endorsement or in compliance for subject area ESOL training requirements
- Five years' experience in public school education with background in working with English Language Learners (ELL)

Preferred Qualifications & Skills:

NA

Physical Demands

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays