

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8280  
Pay Grade: E01

FLSA: Exempt  
PTS

<b>COORDINATOR, ESOL FAMILY AND COMMUNITY RELATIONS</b>
<b>REPORTS TO:</b> ESOL Specialist, K-12
<b>SUPERVISES:</b> Not applicable
<b>QUALIFICATIONS:</b> Graduation from an accredited college or university with a bachelor's degree in Business Administration, Education, or a related field, plus three (3) years progressively responsible related experience, to include one (1) year of school-related volunteer work.
<b>MAJOR FUNCTION</b>
Performs responsible, professional work in the recruitment, interviewing, training, and placement of ESOL volunteers and/or assisting and coordinating diverse groups in the community. Work is performed independently under general direction and reviewed through conferences and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Participates in the planning, implementation, coordination and evaluation of the ESOL Family Outreach services</li><li>• Provides interpretation of School Board policies and procedures for ESOL families</li><li>• Coordinates and provides training for administrators, SAC, faculty, and other school-based staff on issues relevant to multicultural and ESOL parental rights</li><li>• Establishes and maintains records on ESOL volunteer/community involvement activities or services and activities provided to the community</li><li>• Prepares and submits routine reports</li><li>• Solicits participation and enlists cooperation of local companies and/or senior citizens and other community groups in the recruitment of ESOL volunteers.</li><li>• Recruits, interviews, trains, and places corporate employees and/or senior citizens in school ESOL volunteer positions to work as tutors, mentors, and/or youth motivators; monitors volunteer placements</li><li>• Recruits, interviews, and trains ESOL volunteers from diverse groups to serve as advocates/ interpreters/tutors/mentors and/or youth motivators</li><li>• Coordinates award programs and other volunteer recognition activities</li><li>• Assists schools in the development of partnerships with non-profit community partners and communities that represent and reflect the cultural backgrounds of the English language learner (ELL) students</li><li>• Assists with coordinating staffing of district and school ESOL volunteer, parent and community involvement program advisory committees</li><li>• Assists schools with family outreach/communication in native languages of ELLs</li><li>• Researches and develops a list of existing agencies that serve the ELL community</li><li>• Determines services and how they may be utilized within the school system to assist ELL families</li><li>• Serves as a liaison between the school system and the refugee agencies</li><li>• Coordinates and organizes valuable services for school personnel and serves as a bridge for schools with the diverse communities, performing necessary services to assure accurate communication to these communities</li><li>• Researches and develops a list of available resources within the schools as well as in the community</li><li>• Assists with coordinating training for families on navigating the school system and other relevant topics</li></ul>

## COORDINATOR, ESOL FAMILY AND COMMUNITY RELATIONS

<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Consults with school personnel and develops appropriate action plans for school ESOL family outreach with a goal of increasing ELL student academic achievement</li><li>• Compiles and distributes materials relevant to working with students from another country</li><li>• Prepares and presents program to schools on various cultures</li><li>• Supports and relates to parents in their effort to maximize the child's school experience</li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYEMENT</b>
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 05/08/15 CH; BOARD APPROVED: 05/19/15

**COORDINATOR, ESOL FAMILY AND COMMUNITY RELATIONS**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, ESOL Family and Community Relations – PTS