

PCSB: 8243
 Pay Grade: E07

FLSA: Exempt
 PTS

ESOL SPECIALIST
<p>REPORTS TO: Executive Director, Elementary School Education</p>
<p>SUPERVISES: Instructional Staff Support Staff</p>
<p>QUALIFICATIONS: Master's degree from an accredited college or university with certification in ESOL as defined by the Florida Department of Education. Five (5) years of related professional experience to include three (3) years of successful teaching experience. Demonstrated cross-cultural communication skills and sensitivity.</p> <p>PREFERRED: Certification in Administration/Supervision, Educational Leadership, or School Principal.</p>
MAJOR FUNCTION
<p>Plans, coordinates, and implements the English for Speakers of Other Languages (ESOL) Program for both elementary and secondary school-age children with limited English proficiency.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for the development, implementation and articulation with both the elementary and secondary instructional levels of the K-12 ESOL program to meet the special educational needs of students with limited English proficiency. • Develops curriculum that incorporates ESOL methodology into content areas; organizes cross-cultural and interdisciplinary programs. • Selects, trains, and places ESOL teachers; observes classes providing assistance as needed; conducts staff meetings; assists in resolving parent/community conflicts. • Manages data collection and reporting functions for ESOL; utilizes data in decision-making. • Promotes, reviews, and communicates progress towards District Strategic Plan. • Coordinates professional training for K-12 ESOL teachers and administrators. • Monitors current levels and trends in key measures of satisfaction and dissatisfaction regarding K-12 ESOL achievement, including comparisons and benchmarks. • Works with Volunteer Services to recruit and train volunteer tutors. • Establishes program criteria; supervises testing and placement of Limited English proficiency (LEP) students, and sets standards for student ESOL program exit. • Coordinates with Pupil Assignment and the Transportation Department matters pertaining to the assignment of eligible students to a particular school. • Works with outside agencies cases involving LEP students identified as having special physical, emotional, and/or psychological needs.

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Develops and monitors the program budget; presents program framework to the state; collects information for, submits to Special Projects and manages grants; prepares reports for DOE (Department of Education) or OCR (Office of Civil Rights) including FTE reports; selects, evaluates, purchases, processes, and distributes materials.• Utilizes cross-cultural language skills in translation of documents and communication with parents and students of limited English proficiency.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<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>
HISTORY OF JOB CLASSIFICATION
ISSUED: 6/87 PBL; BOARD APPROVED: 10/12/88; REVISED FORMAT, TITLE, SALARY SCHEDULE, PAY GRADE, QUALIFICATIONS, PREFERRED, ER, ADA, 7/13 LM; BOARD APPROVED: 7/30/13; REVISED MQs 04/09/21, LM; BOARD APPROVED: 04/27/21

ESOL SPECIALIST

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 computer to enter and transform words or data					X
21. Using various technology tools					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				

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