

Santa Rosa County District Schools

**Job Description**

**ESOL Resource Teacher**

Reports To: ~~Coordinator of Literacy~~ Director of Federal Programs  
FLSA Status: Exempt  
Department: ~~Literacy~~ Federal Programs  
Prepared by: Human Resources  
Date: ~~May 22, 2014~~ October 8, 2020  
Job Code:

**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 support ESOL students' academic and language acquisition classes in the locations and at the times designated. If required to work at more than one location, must provide own reasonable means of transportation.
- Develop, manage and maintain a classroom environment conducive to effective learning.
- Encourage students to set and maintain appropriate standards of classroom behavior.
- Employ a variety of instructional techniques, methods and materials which are appropriated to the needs and capabilities of the students and are consistent to the assigned teaching responsibility.
- Implements the school's and district's philosophy of education and instructional goals and objectives.
- Maintain accurate, complete, and correct files and electronic records as required by applicable laws, policies, procedures and regulations.
- Assist in upholding and enforcing administrative regulations and applicable policies, regulations and procedures.
- Provide for appropriate supervision of students.
- Plan, organize, and communicate English language acquisition instructional curriculum.
- Assume the responsibility to maintain a valid Florida Teacher's Certificate.
- Provide meaningful staff development and training for teachers and administrators in best practices and strategies in teaching ESOL students.
- Analyze student achievement data to determine curriculum development and assessment to schools and teachers to improve student achievement in ESOL.
- Administrator ESOL program according to state statutes and federal mandates.

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- Maintain expertise in ESOL curriculum design and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants and regulations and in organizational analysis and development.
- ~~Files and performs other incidental tasks consistent with the goals and objectives of this position.~~
- Perform other tasks and/or responsibilities as assigned by the Coordinator of Literacy Director of Federal Programs.
- Administer annual English Language proficiency assessment.
- Administer initial ESOL placement assessments to potential ESOL students within the required timeline.
- Collaborate with school and teachers to improve student achievement.

### Supervision Received:

~~Literacy Coordinator~~ 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 eligible for ESOL certifications or endorsement

### 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