

Job Description ~~ESOL Resource Teacher~~

English for Speakers of Other Languages (ESOL) School Liaison

Reports To: Director of Federal Programs
FLSA Status: Exempt
Department: Federal Programs
Prepared by: Human Resources
Date: ~~October 8, 2020~~
Job Code: 27040

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.~~ Maintains a working knowledge and ensures ELL meeting procedures are in compliance with federal, state, and local rules and regulations regarding English Speakers of Other Languages (ESOL) district-level programming
- ~~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.
- Acts as the district designee as the Local Education Agency (LEA) in facilitating a compliant and accurate Individual English Language Learner Plan at assigned schools
- Demonstrates knowledge and effective use of designated electronic ELL Plan system to document services and support for students with specialized instruction
- Facilitates the eligibility/placement and re-evaluation process ensuring compliance with timelines and criteria set forth in Florida Statute, the META Consent Decree, and in Santa Rosa ESOL Policies and Procedures Manual
- ~~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.~~

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~~regulations and procedures.~~

- ~~• Provide for appropriate supervision of students.~~
- ~~• Plan, organize, and communicate English language acquisition instructional curriculum.~~
- Schedules and facilitates transition meetings in the spring for ESOL students moving from school to school. Reviews documentation for ESOL students transferring from other districts/states to ensure comparable services are provided in compliance with Florida Statute, the META Consent Decree, and in Santa Rosa ESOL Policies and Procedures Manual
- Ensures that the ESOL file within the cumulative folder, is maintained in compliance with the Florida Statute, the META Consent Decree, in Santa Rosa ESOL Policies and Procedures Manual, and directives from the auditor general's office
- Collaborates with the Coordinator of Federal Programs to monitor periodic internal program reviews, pre-audit procedures, FLDOE annual self-assessment processes, periodic FTE audits, and any other scheduled or spontaneous audits/program reviews
- Assume the responsibility to maintain a valid Florida Teacher's Certificate.
- Participates in training that will ensure current information and implementation of assigned position responsibilities
- Serves as the information liaison between parents, school administration, teachers and students facilitating positive, timely and accurate communication in maintaining the ELL Plan development and implementation process
- Monitors compliance and communicates with the Coordinator and Director of ESOL regarding ELL Plan implementation, MTSS process pertaining to ESOL students and ESOL classroom teachers
- Maintain a reliable, personal mode of transportation to navigate between assigned schools to perform assigned duties
- 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.~~
- 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.
- Perform other tasks and/or responsibilities as assigned by the Director or Coordinator of Federal Programs.

Supervision Received:

Director of Federal Programs

Coordinator 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:

- Three years of successful experience working with ESOL students

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