

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, ESOL – TEACHER ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Must be fluent in a second language.

REPORTS TO:

Director of Elementary/Middle School Education

JOB GOAL

To see that the DOE-META Consent Decree and the Office of the Multicultural Student Language Education policies and procedures are carried out and insure that all Limited English Proficient students have equal access to all programs.

SUPERVISES:

District ESOL aides

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, but other job related duties may be assigned.

- (1) Attend DOE required meetings dealing with correct implementation of Consent Decree.
- (2) Prepare and submit all reports and records required by the Department of Education.
- (3) Develop, implement, and update the Levy County LEP plan as required by the state.
- (4) Maintain records for each LEP student within the program.
- (5) Liaison with county social worker, health department, and Pre-K coordinator as to student needs.
- (6) Contact for school based ESOL coordinators to insure correct forms are completed and students are screened for eligibility.
- (7) Responsible for translating standard letters and forms to be sent home to non-English speaking parents.
- (8) Tutors ESOL students at individual school sites to foster academic understanding. Prepares high school students in the ESOL program to take the standardized tests necessary for graduation.
- (9) Meets with individual teachers to insure all accommodations are considered. Helps develop strategies and curricular for ESOL students.
- (10) Facilitates parent meetings three (3) times per year. Acts as translator and resource on the rights and responsibilities of the ESOL program.
- (11) Coordinates Teacher training with responsibility for evaluating follow-up.

ESOL COORDINATOR (Continued)

- (12) Observes individual students periodically to evaluate individual needs and progress.
- (13) Visits in parents' homes to explain school policies and procedures.
- (14) Administers tests and exams in student's own language.
- (15) Must work flexible hours to facilitate student and parent needs.
- *(16) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved instructional compensation plan. Length of the work year and hours of employment shall be those established by the District. This position shall be a Teacher on Special Assignment.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Salary Index 0.9401 of the Administrative Salary Schedule
DOE Job Code 63087**

**Board Approved 12/2/03
Revised Board Approval 04/11/2017**