

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### COORDINATOR, ESOL/Foreign Language and Foreign Students

#### QUALIFICATIONS

- Master's Degree.
- Minimum three (3) years teaching experience and two (2) years administrative experience.
- Successful experience in the preparation of written material including federal, state, and private grant writing preferred.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures.
- Knowledge of basic computer software and hardware, as related to assigned responsibilities.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Bilingual language skills.
- Effective skills in oral and written communications.
- Skill in organization and time management.
- Ability to plan, organize and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel.
- Sensitive to diverse cultures and people.

**REPORTS TO** Director of Curriculum

**SUPERVISES** Assigned personnel

#### POSITION GOAL

*To provide comprehensive consultative services to Seminole County schools to ensure that appropriate instruction is provided to ESOL, Foreign Language and Foreign Exchange students.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Coordinate/Direct ESOL, Foreign Language and foreign Exchange students.
2. \*Interpret policies and state laws regarding ESOL and Foreign Exchange program and students.
3. \*Develop/promote and implement ESOL and Foreign language curricula.
4. \*Coordinate textbook adoption for foreign language and ESOL programs.
5. \*Register foreign exchange students.
6. \*Supervise the screening and testing of ESOL Students.
7. \*Promote and organize training for ESOL, foreign Language and non-ESOL classroom teachers of LEP students, administrators, or other personnel.
8. \*Organize and provide training for ESOL parents through the parent involvement program.
9. \*Prepare the budget and supervise financial expenditures for the ESOL program and for federal grants.
10. \*Prepare the FTE projections.
11. \*Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
12. \*Supervise the Foreign Language Bank.
13. \*Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
14. \*Prepare or oversee the preparation of all required reports and maintain appropriate records.
15. \*Assist in implementing the District's goals and strategic commitments.
16. Perform other duties/tasks consistent with the goals and objectives of this position.

\*Denotes essential job function/ADA

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
<b>AO-07-E \$71,237 - \$109,172</b>	PeopleSoft Position <b>TBA</b>	<input type="checkbox"/> Applicable	
District Salary Schedule	Personnel Category <b>12</b>	<input checked="" type="checkbox"/> Not applicable	Previous Approval Date
Months 12	EEO-5 Line <b>08</b>		
Annual Days 258	Function <b>Vary</b>		
Weekly Hours 37.5	Survey Code <b>63087</b>		ADA Information Provided by <b>EMC Services</b>
Annual Hours 1935	Job Code <b>1311</b>		Position Description Prepared by