

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### FACILITATOR, ESOL/World Languages Programs

#### QUALIFICATIONS

- Master's Degree in Educational Leadership from an accredited institution.
- Valid Florida School Principal or Educational Leadership Certification (Level I and II).
- Minimum of three (3) years of successful teaching experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the District's mission, vision, and Strategic Plan.
- Knowledge of basic computer applications and technology as related to assigned responsibilities.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Knowledge of applicable laws, rules, policies, and procedures.
- Knowledge of World Language and ESOL standards.
- Skill in problem solving, organization, and time management.
- Ability to plan, organize, and prioritize.
- Bilingual language skills.
- Sensitive to diverse cultures and people.

#### SUPERVISION

**REPORTS TO** Director, ESOL/World Languages and Student Access  
**SUPERVISES** Assigned Teachers

#### POSITION GOAL

***To provide comprehensive support to Seminole County Schools to ensure that appropriate instruction is provided to ESOL, Dual, and World Language students.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Implement the District's plan to infuse 21<sup>st</sup> century skills and digital learning to the ESOL/Dual/World Languages Programs.
2. \*Provide leadership with the development of program design, curriculum, and methods.
3. \*Coordinate and conduct staff development activities for ESOL/Dual and World Language teachers.
4. \*Assist teachers with K-12 ESOL/World Languages curriculum and strategies.
5. \*Assist classroom teachers with developing and/or presenting teaching strategies and instructional units and recommending materials and activities.
6. \*Assist with the process of previewing, selecting, and developing materials related to the program and its effectiveness.
7. \*Assist with the development, presentation, and implementation of the curriculum instructional activities related to the program.
8. \*Provide supportive services to parents, teachers, students, and administration.
9. \*Promote community understanding of curriculum goals, objectives, and programs.
10. \*Assist with planning, coordination, and implementation of special projects, programs, and events.
11. \*Collect, submit, and maintain accurate financial and/or informational reports or applications as requested.
12. \*Keep professional skills and knowledge updated.
13. \*Assist with grant activities.
14. \*Monitor ESOL/Dual/World Languages data.

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- 15. \*Provide professional development trainings for ESOL/Dual and World Language teachers and administrators.
- 16. Perform other duties as assigned by the Director of ESOL/World Languages and Student Access.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

## 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.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**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.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## 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

**AO-08-E \$61,556 - \$94,429**  
District Salary Schedule  
Months 11  
Annual Days 221  
Weekly Hours 37.5  
Annual Hours 1657.5

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 05  
EEO-5 Line 08  
Function Vary  
Job Code 1497  
Survey Code 63026

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

June 7, 2016

ADA Information Provided by Minnie Cardona  
Position Description Prepared by Minnie Cardona