

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM SPECIALIST, ESOL Compliance

QUALIFICATIONS

- Master's Degree or higher with certification in Educational Leadership required.
- Minimum of three (3) years' teaching experience required with certification in any academic area and ESOL endorsed.
- Bilingual language and prior experience with ESOL compliance required.
- Prior coaching experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the District's mission, vision, and Strategic Plan.
- Knowledge of ESOL Compliance rules and regulations, as well as knowledge and understanding of the Florida Consent Decree.
- Knowledge of Every Student Succeeds Act (ESSA).
- Knowledge on how to conduct ESOL FTE surveys.
- Knowledge of support provided under Title III services and Immigrant Grant.
- Knowledge of basic computer applications and technology as related to assigned responsibilities.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving, organization, and time management.
- Ability to plan, organize, and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Sensitive to diverse cultures and people.

SUPERVISION

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

POSITION GOAL

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

PERFORMANCE RESPONSIBILITIES

1. *Monitor the implementation of Title III activities and program evaluation at the schools.
2. *Provide assistance for federal approved activities: the selection and planning of appropriate instructional and learning strategies, activities, materials, professional development, and resources that reflect the needs of English Language Learners and Immigrant students.
3. *Compile data, maintain, and file all reports, records, and other documents required for Title III monitoring.
4. *Attend ESSA and Title III state meetings.
5. *Monitor the implementation of Title III activities for non-public schools.
6. *Assist teachers with K-12 ESOL and content area teachers with curriculum and strategies.
7. *Provide supportive services to parents, teachers, students, and administration.
8. *Prepare and conduct ESOL FTE surveys.
9. *Assist FTE clerks with surveys and reports.
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. *Provide professional development trainings for teachers and administrators.
14. Perform other duties as assigned by the Director of ESOL/World Languages and Student Access.

**Denotes essential job function/ADA*

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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 \$66,372 - \$101,817

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.5

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function Vary
Job Code 1376
Survey Code 63101

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 1, 2021

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