SEMINOLE COUNTY PUBLIC SCHOOLS
Job Description

TEACHER, ESOL Compliance Specialist

QUALIFICATIONS

- Bachelor's Degree. A Master's Degree with graduate credits in Educational Leadership is desirable.
- A minimum of three years successful teaching experience with one of those years in ESOL.
- Fluency in Spanish.
- Certification in ESOL or ESOL endorsement.
- Testing experience, K-12.
- Knowledge of computer applications as related to job functions.

REPORTS TO   Coordinator of ESOL   **SUPERVISES**   No supervisory duties

POSITION GOAL

To assist in the coordination of eligibility and placement for ESOL at the District level, to assist in the maintenance of an efficient system of staffing for all ESOL students, and to provide leadership for improving instruction in ESOL.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the ESOL referrals, testing and reevaluation process for grades K-12 at the District level.
2. * Conduct the aural/oral language testing on new students grades K-12 entering schools, and follow-up on the students in need of standardized testing grades 4-12.
3. * Assist ESOL teachers with determining education alternatives/interventions, which may be available within the school.
4. * Assist ESOL teachers and basic subject area personnel by conducting or facilitating appropriate in-servicing.
5. * Chair LEP committee meetings, as needed with schools with no ESOL teacher on site.
6. * Demonstrate teaching ESOL strategies at ESOL centers.
7. * Act as a trainer/resource to school level staff regarding ESOL procedures, State Board rules and the Consent Decree.
8. * Verify any edits generated from the on-line ESOL automated system during FTE survey periods.
9. * Serve as a liaison between the guidance department and the District ESOL staff.
10. * Attend workshops, conferences and meetings necessary to maintain and update professional knowledge in the ESOL area.
11. Perform other duties as assigned by the Coordinator of ESOL.

Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	**TBA**	Function	**Vary**	2 **Light Work**	**January 28, 1997**
T $37,950 - $73,750	Personnel Category	**12**	Survey Code	**63012**	3 **A – J / L – V**	
M-**10** D-**196** H-**1372.0**	EEO-5 Line	**43**	Job Code	**1130**	4 **Indoors**	