

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, ESOL/World Languages and Student Access

QUALIFICATIONS

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

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida META Consent Decree (Multicultural Education, Training and Advocacy, Inc.) and State Board Rules, as they relate to the education of English Language Learners and immigrant students.
- Knowledge of FTE regulations and Florida Data Surveys.
- Knowledge of Foreign Exchange state policies and regulations.
- 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.

SUPERVISION

REPORTS TO Deputy Superintendent, Instructional Excellence and Equity
SUPERVISES Assigned Personnel

POSITION GOALS

- (1) Lead, direct, monitor, and evaluate the English Speakers of Other Languages program, the Dual Languages program, and the K-12 World Languages program at all Seminole County Public Schools and***
- (2) Implement strategies and procedures that promote student access to advanced opportunities and result in successful course and/or program completion.***

PERFORMANCE RESPONSIBILITIES

1. *Direct related communication and implementation of the District's Strategic Plan, Florida's Accountability program, and the English for Speakers of Other Languages (ESOL) Multicultural Education, Training and Advocacy, Inc. (META) Consent Decree.
2. *Provide services to ensure that rigorous, appropriate instruction is provided to English Language Learners (ELLs), World Language students, Dual Language students and Foreign Exchange students that promote student access to advanced opportunities and result in successful course and/or program completion.
3. *Direct ESOL, Dual Language, World Languages, and Foreign Exchange Student programs.

DIRECTOR, ESOL/World Languages and Student Access, Page 2

4. *Direct the screening and testing of English Language Learners.
5. *Direct research based Professional Development trainings for ESOL, Dual Language, and classroom teachers as required by Title III.
6. *Communicate and monitor the ESOL and Dual Language programs at school cost centers per state rules and the META Consent Decree.
7. *Develop and oversee the Title III Entitlement grant, the Immigrant grant, and District operating budgets.
8. *Direct an annual needs assessment to ensure academic growth of ELLs and immigrant students.
9. *Direct an annual needs assessment related to Parent Engagement to ensure academic growth of ELLs and immigrant students.
10. *Direct the Hispanic Task Force and provide leadership seminars to assist Hispanic youth with enrollment in advanced courses and opportunities to demonstrate college and career readiness.
11. *Direct ESOL FTE for State Surveys 2, 3, and 5 to ensure accurate data and generate appropriate weighted FTE funds.
12. *Direct the ESOL course offerings for teachers to obtain their ESOL endorsement or certification.
13. *Prepare FTE projections for ESOL teacher allocations.
14. *Assist all schools with preparations for ESOL FTE and Title III state or USDOE audits.
15. *Assist Human Resources with ESOL policy on teacher certification.
16. *Monitor test results and provide assistance to improve student performance.
17. *Assist with textbook adoptions for World Languages and ESOL.
18. *Complete mandated state reports for Title III and ESOL programs.
19. *Coordinate, supervise, and evaluate the job performance of assigned staff.
20. *Develop and coordinate the ESOL District In-service Plan.
21. *Develop and implement World Languages programs in Grades K-12 (French, German, Latin, Russian, American Sign Language, Spanish, and Chinese) curricula.
22. *Coordinate textbook adoption for World Languages.
23. *Register Foreign Exchange students and interpret policies and state laws regarding the Foreign Exchange program.
24. *Direct the organization of the District World Languages Festival.
25. *Organize a Summer Institute for ESOL, Dual Language, and World Language teachers on best practices and assessments.
26. *Supervise the District Foreign Language Bank.
27. *Mentor and provide trainings for new ESOL/Dual/World Language teachers.
28. *Maintain access to current professional development literature, research, and professional organizations related to best practices and disseminate information to other departments, administrators and teachers.
29. *Supervise the Family Connection Center and coordinate community services/trainings for ESOL and immigrant families.
30. Perform other duties as assigned by the Deputy Superintendent for Instructional Excellence and Equity.
**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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 Standing Walking Talking

Resting with the body supported by the buttocks or thighs.

Assuming an upright position on the feet particularly for sustained periods of time.

Moving about on foot to accomplish tasks, particularly for long distances.

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

AO-03-C \$83,036 - \$127,378

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function Vary
Job Code 1353
Survey Code 63005

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

September 8, 2015
June 8, 2004

ADA Information Provided by Anna-Marie Cote
Position Description Prepared by Anna-Marie Cote