

TITLE: TEACHER ON SPECIAL ASSIGNMENT FLSA: Exempt
English for Speakers of Other Languages (ESOL)

- QUALIFICATIONS:**
1. Valid Teacher Certification
 2. Bachelor's Degree
 3. At least 3 years successful teaching experience.
 4. The ability to establish and maintain effective interpersonal relationships with parents, students, and co-workers.
 5. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

REPORT TO: Coordinator of ESE / Staffing / ESOL / Curriculum

<p><u>JOB GOAL:</u> To coordinate ESOL Program and to assist teachers in providing services to ESOL students.</p>

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Provide ESOL orientation and serve as a resource to ESOL administrators, teachers, and staff.
- * 2. Administer and/or coordinate all testing and assessment required for the ESOL Program.
- * 3. Coordinate and facilitate ESOL Program staffing meetings which includes eligibility, Limited English Proficient (LEP) Plan meetings, and dismissal meetings.
- * 4. Assist in the selection of instructional materials, textbooks, supplies and equipment.
- * 5. Keep pertinent records and work with the schools in maintain ESOL records.
- * 6. Assist with parent involvement activities to improve home-school relationship.
- * 7. Assist in formulating and conducting inservice training programs for teachers and staff within the district.
- * 8. Keep abreast of all developments in the ESOL program, and disseminate information regularly to administrators, teachers, and staff within the district.
- * 9. Assist the data processing department regarding input of ESOL data.
- * 10. Undertake continuing professional study for own growth and development.
- * 11. Promote articulation between feeder schools and receiving schools.
- * 12. Assist in other areas of staffing as needed.
- 13. Perform such other duties as may be assigned by the Superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.