

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ESOL LIAISON

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: [ESOL & Migrant (9054)] DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution [in TESOL, English, Early Childhood Education, Elementary Education, Exceptional Student Education, Foreign Language, Multicultural Education, or Bilingual Education].
- (2) Valid Florida Educator's Certificate with:
 - (a) ESOL Certification K-12, or
 - (b) ESOL endorsement and appropriate K-12 certification. [or
 - (c) Working toward ESOL endorsement to be completed in (5) years or less.]
- (3) Minimum of three (3) years' successful teaching experience K-12.
- (4) Experience working with English Language Learner [Limited English Proficient] students (ELLs).
- (5) Experience as a liaison and/or experience training teachers preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of English Language Learner [LEP]students and their special needs. Knowledge of program requirements for all phases of the ELL [LEP] student's educational experience. Knowledge of local and state ESOL guidelines. Ability to interface with school personnel and parents.

REPORTS TO:

Principal/Designee

JOB GOAL:

To ensure proper placement of English Language Learner [Limited English Proficient] students (ELLs) in accordance with local and state guidelines.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assess and evaluate new students for placement eligibility for ESOL services.
- * (2) Initiate and maintain [update]all ESOL files.
- * (3) Assist with scheduling of English Language Learner students.
- * (4) Monitor and assist in the in-school staffings of all ELL [LEP]students.
- * (5) Assist schools in the collection of FTE and other required data.
- * (6) Provide training and assistance to [Assist and monitor] ESOL teachers and bilingual paraprofessionals.
- * (7) Serve as the chairperson for the school-based ELL[LEP]Committee.

- * (8) Coordinate parent leadership council meetings.
- * (9) Provide training and assistance to [Assist and monitor] ESOL teachers and bilingual paraprofessionals.
- * (10) Survey and assess students for the purpose of reclassification and post-reclassification procedure.
- * (11) Complete appropriate monitoring reports for students exiting the ESOL program for two years.
- * (12) Monitor the students' cumulative records in preparation for audit documentation.
- * (13) Coordinate articulation between departments, schools and/or agencies for ELL students.
- * (14) Be willing to serve as a SCIP mentor to new ESOL teachers.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school matters.
- * (20) Maintain positive relationships with staff, students and parents.
- * (21) Participate in workshops and training sessions as required.
- * (22) Communicate effectively with staff, students and parents.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Prepare all required reports and maintain all appropriate records.
- * (26) Follow all School Board policies, rules and regulations.
- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Demonstrate support for the School District and its goals and priorities.
- * (29) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approval compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

* Essential Performance Responsibilities