

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR, ESOL AND MIGRANT EDUCATION

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration and Supervision/Educational Leadership preferred.
- (3) Minimum of five (5) years successful experience in English for Speakers of Other Languages, multicultural education and/or developing and writing grant proposals.
- (4) Bilingual English/Spanish preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current federal laws, regulations and interpretations governing the design, implementation and evaluation of assignments. Ability to use current technology to complete assignments. Possess strong management skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge and skill to design, plan and organize activities to achieve goals. Ability to gather and analyze data from a variety of sources before arriving at a conclusion.

REPORTS TO:

Executive Director, Pupil Support Services

JOB GOAL

To provide for the planning, implementation and evaluation of the Title I Migrant Child Education Program, ESOL Kindergarten - Twelve (12) Programs and coordinate grant proposals.

SUPERVISES:

Instructional and Classified staff

PERFORMANCE RESPONSIBILITIES:

- * (1) To facilitate the coordination of out-of-field ESOL personnel between the schools, Human Resources, Staff Development and ESOL Department.
- * (2) Monitor District-wide ESOL data entry for appropriate funding allocation.
- * (3) Prepare ESOL District Plan and Annual Review.
- * (4) Supervise and actively participate in monitoring ESOL programs to ensure compliance with the appropriate laws/regulations governing the program applications.
- * (5) Work cooperatively with the Departments of Professional Development, Teacher Appraisal and School Improvement for the development and implementation of the ESOL training.
- * (6) Submit completed applications to the School Board and the Department of Education (DOE) as required.
- * (7) Work closely with the accountant specialist and Finance Department in the preparation of program budgets and amendments.
- * (8) Prepare state and Title I Migrant Programs applications and amendments in coordination and consultation with appropriate individuals and/or groups.
- * (9) Monitor all budget expenditures.
- * (10) Supervise and maintain compliance in the implementation of the migrant recruitment and student record transfer system.
- * (11) Establish and maintain a student record system to support the migrant application evaluation and audit requirements.
- * (12) Assist in the development of an annual budget to improve the program's level of services to school-based personnel.
- * (13) Stay current on effective programs assigned to the position.
- * (14) Develop the annual budget for each program in the department.

SUPERVISOR, ESOL & MIGRANT EDUCATION continued

- * (15) Work cooperatively with other departments regarding program evaluation.
- * (16) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (17) Support other federal grants as directed.
- * (18) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (19) Respond to inquiries or concerns in a timely manner.
- * (20) Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- * (21) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (22) Disseminate information and current research to appropriate personnel.
- * (23) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (24) Promote and support professional growth for self and others.
- * (25) Develop annual goals and objectives for professional consistent with and in support of district goals and priorities.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (30) Serve on District, state or community councils or committees as assigned or appropriate.
- * (31) Consistently represent the District in a positive and professional manner.
- * (32) Provide leadership and direction for the assigned areas of responsibility.
- * (33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (34) Assist in implementing the District's goals and strategic commitments.
- * (35) Exercise proactive leadership in promoting the vision and mission of the District.
- * (36) Provide oversight and direction for cooperative planning with other agencies.
- * (37) Set high standards and expectations for self and others.
- * (38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (40) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (41) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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 District.

EVALUATION:

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

Job Description Supplement No. 12

*Essential Performance Responsibilities