

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ESOL LIAISON

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Valid Florida Educator's Certificate with:
 - (a) ESOL Certification K-12, or
 - (b) ESOL endorsement and appropriate K-12 certification.
- (3) Minimum of three (3) years' successful teaching experience K-12 preferred.
- (4) Experience working with English Language Learner students (ELLs).
- (5) Experience as a liaison and/or experience training teachers preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of English Language Learner students and their special needs. Knowledge of program requirements for all phases of the ELL 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 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 all ESOL files.
- * (3) Assist with scheduling of English Language Learner students.
- * (4) Monitor and assist in the in-school staffings of all ELL students.
- * (5) Assist schools in the collection of FTE and other required data.
- * (6) Provide training and assistance to ESOL teachers and bilingual paraprofessionals.
- * (7) Serve as the chairperson for the school-based ELL Committee.

- * (8) Coordinate parent leadership council meetings.
- * (9) Provide training and assistance to 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