

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: English as a Second Language (ESL) Coordinator

Department: Instruction

Job Description

Date Reviewed: January 2018

Reports To: Coordinator of Federal Programs

Grade: 502

D.P.Y: 12month/260 days

Purpose of Job

The purpose of this job is to assist the Coordinator of Federal Programs in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services for English Language Learners (ELs)

Essential Duties and Responsibilities

The ESL Coordinator is responsible for leading the district's English as a Second Language program, including insuring that regulations are met and that ESL students are supported appropriately in their academic and language acquisition development.

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains, evaluates and improves the district ESL plan and program.

Leads the ESL team, including facilitating team meetings and coordinating the ESL program strategic planning process.

Insures the use of service delivery models that are aligned to the Tennessee Consolidated State Performance Report (CSPR)

Coordinates with the ESL Facilitator to support ESL teachers and provides appropriate professional development.

Assists school administrators in implementing their ESL programs.

Addresses school administrator's concerns in a timely manner.

English as a Second Language (ESL) Coordinator

Insures that all federal and state reporting requirements are met, including Title III and Tennessee Department of Education.

Coordinates testing of EL students, including WIDA Screener and WIDA ACCESS 2.0 testing.

Insures ESL testing accommodations are provided on all district and state assessments

Assists in the development, selection and/or adjustment of ESL curriculum and materials.

Assists in the selection of appropriate curriculum materials for use with English as a Second Language Learners.

Coordinates translation and interpretation services provided by the district.

Collaborates with the Coordinator of Federal Programs and other personnel to plan and organize Professional Learning Communities (PLCs) for teachers of English Language Learners (ELs).

Additional Job Functions

Performs other duties as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A valid Tennessee Teacher's Certificate.
- A Master's degree from an accredited college or university with endorsement in Teaching English to Speakers of Other Languages (Effective: June 1, 2013).
- 3 years successful experience in classroom teaching.

KNOWLEDGE OF JOB

- Deep understanding of scientific-based research and evidence-based practices for teaching English to English learners and assessing student progress toward achievement of benchmarks.
- Knowledge of research-based strategies in literacy.
- General knowledge of curriculum and instruction
- Conduct English language assessments, gather and assist in analyzing data, and write reports related to literacy and language.
- Create an atmosphere of trust and collaboration among staff to promote professional growth and accelerate the achievement of English language learners.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

English as a Second Language (ESL) Coordinator

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

English as a Second Language (ESL) Coordinator

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date