

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

RESOURCE TEACHER, ESOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) ESOL training.
- (3) Valid Florida certification in an appropriate area with ESOL endorsement.
- (4) Three (3) years successful experience in education.
- (5) Must meet the No Child Left Behind Act regulations and requirements.
- (6) Bilingual preferred.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of the culture of the students. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Technical knowledge specific to assigned area. Ability to work cooperatively with others. Knowledge and demonstration of Florida Teacher Accomplished Practices and Florida Teacher Competencies.

REPORTS TO:

Executive Director of Educational Programs

JOB GOAL

To provide assistance to students, parents, teachers and administrators in the English for Speakers of Other Languages (ESOL) program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Participate in the planning, implementation, and evaluation of the English for Speakers of Other Languages (ESOL) program.
- * (2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- * (3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
- * (4) Determine English proficiency of students.
- * (5) Create and maintain ESOL student files.
- * (6) Document the progress of former ESOL students as required by the Consent Decree.
- * (7) Facilitate meetings regarding the placement of students.
- * (8) Counsel high risk students individually and in small groups.
- * (9) Work with parents regarding attendance, discipline and student achievement.

RESOURCE TEACHER, ESOL (Continued)

- *(10) Conduct parent meetings.
- *(11) Communicate with parents of ESOL students through letters, telephone calls and home visits as needed.
- *(12) Develop guides and other support materials needed by assigned programs or service area.
- *(13) Develop or assist in the development of grants or proposals related to assignment.
- *(14) Provide oversight to ensure successful implementation of activities.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

- *(16) Serve as liaison to outside agencies related to assigned programs or services.
- *(17) Provide technical support and expertise to school and district personnel.
- *(18) Assist schools to provide equal access to programs for ESOL students.
- *(19) Make presentations at conferences and to community groups.
- *(20) Exercise a service orientation when working with others.
- *(21) Respond to inquiries and concerns in a timely manner.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Serve on district committees as assigned or appropriate.
- *(24) Use effective, positive interpersonal communication skills.
- *(25) Serve as Migrant Advocate as needed.
- *(26) Coordinate initiatives with the migrant program.
- *(27) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(28) Provide inservice to instructional staff on ESOL strategies.
- *(29) Maintain expertise in assigned areas to fulfill position goals and objectives.
- *(30) Facilitate the development, implementation and evaluation of staff development activities for staff members.
- *(31) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(32) Recommend improvements for policies or procedures related to assignment.
- *(33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(34) Follow federal and state laws, as well as School Board policies.
- *(35) Represent the district in a positive and professional manner.
- *(36) Demonstrate support for the school district and its goals and priorities.
- *(37) Ensure adherence to good safety standards.
- *(38) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

Leadership and Strategic Orientation

- *(39) Participate in cooperative long-range planning with departments and schools.
- *(40) Assist in implementing the district's goals and strategic commitment.
- *(41) Exercise proactive leadership in promoting the vision and mission of the district.
- *(42) Set high standards and expectations and promote professional growth for self and others.
- *(43) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(44) Maintain confidentiality regarding school/workplace matters.

RESOURCE TEACHER, ESOL (Continued)

- * (45) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (46) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (47) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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TERMS OF EMPLOYMENT:

Instructional	Pay Grade	196 days worked per year (10 months)
FLSA Exempt		

EVALUATION:

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