

JOB DESCRIPTION

POSITION TITLE: District ESOL Lead Teacher	JOB CODE: 397D
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Teacher
DEPARTMENT: Federal Programs	WORKDAYS: 208
REPORTS TO: ESOL & Title III Supervisor	PAY GRADE: CIT (4, 5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists and supports in the development, implementation, and evaluation of the District's ESOL program per local, state and federal requirements.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree required; Master's degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate in ESOL or in content area with ESOL endorsement
3.	Experience: 3 years teaching experience in ESOL; school leadership experience, such as local lead ESOL teacher preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Effective written and oral communication; strong interpersonal skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides guidance, support and assistance to local schools as required by District and Title III.
3.	Assists and supports the District and local schools in maintaining accurate ESOL records and documents for compliance with local, state, and federal guidelines.
4.	Provides training and support in ESOL strategies and models of instruction and assessment for English Learner achievement.
5.	Assists in the selection and distribution of instructional materials for ELs.
6.	Assists and supports in the development of curriculum and its implementation for ELs.
7.	Acts as a liaison between District ESOL, local schools and other departments.
8.	Collaborates with other members of department to ensure consistency and clarity of program across all grade levels.
9.	Provides support to local schools to ensure ESOL representation at meetings, such as IEP, RTI, Retention Committee.
10.	Provides guidance and support to local schools for fostering school – home communication regarding ESOL program.
11.	Remains up to date on current trends and research in the field as it relates to EL achievement and local, state, and federal guidance on ESOL and immigrant students.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____