

EMPLOYEE NAME: _____

 Revised: 5/07, 10/12; 6/13; 3/15; 7/15; 5/16; 5/17; 6/18;
 12/18; 11/22; 11/23; 10/25

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JOB DESCRIPTION

POSITION TITLE: Consultant ESOL/Title III	JOB CODE: 621N
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Consultant
DEPARTMENT: ESOL/Title III/IWC	WORKDAYS: 204
REPORTS TO: Director, ESOL/Title III/IWC	PAY GRADE: CC6 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation and evaluation of District-wide ESOL program and Title III requirements.	
REVISION DATE(S): 10/25	

REQUIREMENTS:

1.	Educational Level: Master's degree required, Specialist or Doctorate Degree preferred
2.	Certification/License Required: Valid Georgia Certificate with ESOL Endorsement or ESOL Certification, Leadership preferred
3.	Experience: 5 years of teaching experience in ESOL, leadership experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership and organizational 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 direction, instruction, consultation, guidance and support to District personnel, teachers, administrators and other personnel regarding Title III requirements to ensure District compliance.
3.	Coordinates need assessment and school-based training for teachers and administrators, and assists in planning district-wide professional development initiatives.
4.	Assists building administrators during classroom walkthroughs and technical assistance visits and offers recommendations on effective and differentiated instruction for English Learners in ESOL and content courses.
5.	Assists the ESOL/Title III/IWC Director in delivering ongoing professional development on topics such as incorporation of SIOP components and WIDA tools in teachers' lessons and delivery districtwide and assists in providing guidance and oversight of effective and widespread implementation of supplemental resources for English Learners.
6.	Assists in completing reports to the Georgia Department of Education's Title III Program Unit as requested.
7.	Provides professional learning training to school ESOL Leads, ESOL administrators, general education and ESOL Teachers on Title III requirements.
8.	Provides oversight on the accurate completion and entry of ESOL FTE and other federal and state reporting elements concerning English Learners and immigrant students.
9.	Supports and assists in the effective attainment of the goals of the Intensive English Language program for newcomers.
10.	Performs other duties as assigned by ESOL/Title III/IWC Director.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____