



EMPLOYEE NAME: _____

Revised: 9/08, 8/12, 10/12; 6/13; 10/14; 6/16; 5/17; 12/17; 6/18; 12/18,10/20

JOB DESCRIPTION

POSITION TITLE: Evaluation Specialist VI, ESOL	JOB CODE: 487W
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Federal Programs	WORK DAYS: 208
REPORTS TO: Supervisor, ESOL, Title III, Title I-C	PAY GRADE: NZ00 Based on Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintains and ensures accurate data for ESOL, international and immigrant students as required by District ESOL and Title III.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; bilingual preferred
2.	Certification/License Required: None
3.	Experience: 3 years clerical experience; student information system experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; word processing; data entry; Excel

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.	Assists in maintaining ESOL and Title III supplemental instructional resources, inventory, and records.
3.	Monitors and evaluates all data relevant to ESOL program and FTE; evaluates data and documents submitted by ESOL teachers to ensure they are accurate and complete prior to data entry and state submission.
4.	Monitors and evaluates all ESOL data for ESOL students who transfer within and outside the district; assists local schools and District ESOL staff in obtaining student information of ESOL and immigrant students from other districts; monitors and evaluates all data relevant to student entry and exit of the ESOL program.
5.	Works collaboratively with International Welcome Center personnel to support student intake and interpretation and translation.
6.	Provides professional development and technical assistance to school clerks, counselors and ESOL leads on maintaining complete and accurate student records as they relate to EL identification, program service, and exit from ESOL.
7.	Assists teachers in registering for ESOL endorsement courses, assists instructors in setting up course platform and enrolling teacher candidates in platform, monitors the online component of the courses; monitors the online evaluation of professional learning presentations delivered to schools across the district; ensures that logistical requirements are met in setting up professional development courses, such as registration requirements, locations and instructors.
8.	Stays up to date on ESSA, Title III laws, other federal laws, and Georgia Department of Education guidance in order to provide excellent customer service; collects and summarizes data from ESOL Improvement Plans completed by schools, schools' ESOL programs, professional development, parental and family engagement activities, and record maintenance.
9.	Performs other duties as assigned by program supervisor.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____