



EMPLOYEE NAME: _____

Revised: 8/12; 10/12; 08/14; 9/16; 6/18; 12/18; 5/23

JOB DESCRIPTION

POSITION TITLE: Supervisor, ESOL and International Welcome Center	JOB CODE: 621A
DIVISION: Academics	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching and Learning	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director, ESOL, International Welcome Center and Title III	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of the K-12 ESOL program; provides leadership, implementation, and evaluation of the work of the International Welcome Center.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certification required
3.	Experience: 3 years of experience working with ESOL or World Language programs
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Strong written and oral communication; collaboration skills, project management, data analysis, and presentation 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.	Supervises, manages, and supports the work of assigned ESOL, parent engagement, translation and interpretation staff.
3.	Leads, implements, and evaluates the K-12 ESOL program, including curriculum, resources, and instruction.
4.	Provides effective leadership, communication, and support for effective implementation of English language development standards to integrate language and content across content areas and grade levels.
5.	Collaborates on the development of formative assessments of English language development to inform instruction and monitor student progress.
6.	Leads and oversees the process of identifying, screening, serving, placing, and assessing English learners district-wide.
7.	Leads and supports the design, implementation, and evaluation of professional learning for teachers, leaders, and other identified audiences.
8.	Projects budget needs and monitors the use of allocated funds.
9.	Provides resource services for programs or departments, as identified for a cluster of schools or district-wide.
10.	Works cooperatively with the purchasing department to develop bid specifications and evaluate proposals.
11.	Implements the district international student exchange program in accordance with adopted board policy and procedure.
12.	Performs other duties as assigned by Program Director and District Leadership

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____