

EMPLOYEE NAME: _____

Revised: 8/12; 10/12; 08/14; 9/16; 6/18; 12/18; 5/23; 9/25

JOB DESCRIPTION

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| POSITION TITLE: Supervisor, ESOL and International Welcome Center | JOB CODE: 621A |
| DIVISION: Academics / Teaching & Learning | SALARY SCHEDULE: Annual Central Office Personnel |
| DEPARTMENT: English Learner Programs | WORKDAYS: 231 |
| REPORTS TO: Director, English Learner Programs | 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. | |
| REVISION DATE(S): 9/25 | |

REQUIREMENTS:

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| 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:

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| 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 _____