



**EMPLOYEE NAME:** \_\_\_\_\_  
 Revised: 11/94; 3/95; 1/96; 2/98; 6/00; 3/01; 7/04; 6/05; 9/05;  
 10/12; 2/13; 6/14; 10/14; 3/15; 9/16; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, K-12 ESOL	<b>JOB CODE:</b> 620B
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> K-12 ESOL	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Superintendent, Accountability, Research & Grants	<b>PAY GRADE:</b> CDR (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of the K-12 ESOL Program and the International Welcome Center.	

#### REQUIREMENTS:

1.	Educational Level: Master Degree required; Specialist or Doctorate Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate, Leadership preferred
3.	Experience: 3 years teaching experience in ESOL programs; District or school leadership 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.	Works with the Curriculum, Instruction & Assessment staff to ensure a balanced and coordinated instructional program; coordinates and issues ESOL allotments to schools based on FTE Data Reviews the online curriculum for K-12 ESOL, noting edits, revisions, and additions that are needed.
3.	Responsible for the overall evaluation of the K-12 ESOL program.
4.	Works with teachers in the effective implementation of the K-12 ESOL curriculum including the promotion and creation of curriculum units with teachers as determined by system needs.
5.	Supervises the overall middle and high school ESOL International Intake Process, ESOL Consultants, Parent Resource Specialists, Student and Data Analysis Specialist, and all other staff and related services.
6.	Provides leadership for local school initiatives for the inclusion ESOL, Immigrant, and Migrant students in activities and specialized programs that promote continuous school enrollment with a goal of improved attendance and graduation rates.
7.	Prepares State and Federal documentation for the K-12 ESOL program and Title III grant.
8.	Assists new teachers in understanding and implementing the curriculum and the implementation of all SACS, Georgia Standards, and State, and Federal regulations related to the K-12 ESOL program.

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9.	Projects budget needs and monitors the use of allocated funds and coordinates the selection of textbooks, supplementary materials, and instructional equipment and technology, and works cooperatively with the resource acquisition department in developing and evaluating bid specifications and bid awards related to K-12 ESOL.
10.	Maintains on-going contact with the level directors to ensure that the K-12 ESOL program and curriculum is current and assists local administrators and teachers in the resolution of problems related to curriculum and instruction; prepares presentations concerning assigned programs for public information and prepares special reports and documents upon request.
11.	Works with teachers and other instructional personnel in the effective assessment of student learning and the interpretation of data.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date

Signature of Supervisor \_\_\_\_\_ Date