**JOB DESCRIPTION**

**POSITION TITLE:** District ESOL Lead Teacher  
**JOB CODE:** 397C

**DIVISION:** Accountability and Research  
**SALARY SCHEDULE:** Teacher

**DEPARTMENT:** Alternative Education  
**WORK DAYS:** 188

**REPORTS TO:** ESOL Consultant  
**PAY GRADE:** CIT (4, 5, 6 or 7)

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Assists and supports in the development, implementation and evaluation of the District’s ESOL program per Title III and local, state and federal requirements.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree required; Master Degree preferred
2. **Certification/License Required:** Valid Georgia Teaching Certificate in ESOL or in content area with ESOL endorsement
3. **Experience:** 3 years teaching experience in ESOL; school leadership experience, such as local lead ESOL teacher preferred
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Effective written and oral communication; strong interpersonal 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 guidance, support and assistance to local schools as required by District and Title III.
3. Assists and supports the District and local schools in maintaining accurate ESOL records and documents for compliance with local, state and federal guidelines.
4. Provides training and support in ESOL strategies and models of instruction and assessment for English Learner achievement.
5. Assists in the selection and distribution of instructional materials for ELs.
6. Assists and supports in the development of curriculum and its implementation for ELs.
7. Acts as a liaison between District ESOL, local schools and other departments.
8. Collaborates with other members of department to ensure consistency and clarity of program across all grade levels.
9. Provides support to local schools to ensure ESOL representation at meetings, such as IEP, RTI, Retention Committee.
10. Provides guidance and support to local schools for fostering school – home communication regarding ESOL program.
11. Remains up-to-date on current trends and research in the field as it relates to EL achievement and local, state, and federal guidance on ESOL and immigrant students.
12. Performs other duties as assigned by appropriate administrator.

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**Signature of Employee** ____________________________ **Date** ____________________

**Signature of Supervisor** _____________________________ **Date** ____________________