



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

POSITION TITLE: Supervisor, ESOL, Title III, Title IC	JOB CODE: 621A
DIVISION: Academics	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching and Learning	WORK DAYS: 238
REPORTS TO: Director, Federal Programs	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports identified instructional/educational programs that address the needs of students and staff district-wide; assists with various administrative duties including programs associated with ESOL & Title III, exemplary unit writing, report preparation, grant writing, immigrant and migrant education, committee meetings, and other duties as assigned by the Federal Programs Director.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate; Leadership Certification required
3.	Experience: 3 years of experience working with ESOL or Foreign Language programs
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient skills and ability to communicate in one or more of the following languages as demonstrated by the ACTFL OPI, Praxis II, or GACE exam(s): Spanish, Portuguese, Korean, French, French Creole, Russian, Ukrainian, Hindi, Urdu, Punjabi, German, Japanese, Italian, or Latin; leadership and/or supervisory experience; planning; exemplary classroom teacher experience; successful grant writing/administration experience preferred

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 Title I-C Migrant Education Program, ESOL, Title III-A.
3.	Supervises ESOL and Title III-A personnel.
4.	Works with assigned responsibilities from the Director of Federal Programs.
5.	Develops and revises district policies and procedures in response to the establishment and changes in federal requirements; maintains a current digital or hard copy policy document in support of school operations.
6.	Assists in the design and implementation of in-service training and staff development for target audiences.
7.	Coordinates evaluation/assessment of identified program.
8.	Provides resource services for programs or departments, as identified for a cluster of schools or District-wide.
9.	Projects budget needs and monitors the use of allocated funds.
10.	Works cooperatively with the purchasing departments in developing and evaluating bid specifications and bid awards related to ESOL, Title III, Part A and Migrant/Title I-C programs.
11.	Provides leadership services to identified programs for a specified period of time.
12.	Provides instructional support in identified program area.
13.	Manages assigned special events and or programs and materials.
14.	Assists in the identification and preparation of items for budget consideration.
15.	Performs other duties as assigned by Program Director and District Leadership

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____