



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;5/23;11/23

JOB DESCRIPTION

POSITION TITLE: Director, Federal Program, ESOL/Title III & International Welcome Center	JOB CODE: 620A
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: K-12 ESOL	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Superintendent, Teaching and Learning	PAY GRADE: CDR (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of language support and comprehensive instructional programs for English Learners; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to instruction and instructional resources for English Learners, Title III funding and compliance, and communication with limited English proficient stakeholders.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required; Specialist or Doctorate degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate, Leadership preferred
3.	Experience: 3 years’ experience in teaching or leading 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, organization, computer technology skills, leadership, interpersonal and public relations; proficiency in a language other than English 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.	Ensures K-12 ESOL program, Title III, and communication with limited English proficient stakeholders comply with state and federal laws and requirements; remains current on laws and requirements of the programs. oversees implementation of state approved English Language Development Standards.
3.	Leads the development, implementation, evaluation, and continuous improvement of the comprehensive language support program for English Learners.
4.	Communicates research-based instructional practices that support effective instruction of English Learners across grade levels and content areas; develops, implements, and evaluates professional development that supports English language proficiency and academic achievement for English Learners
5.	Leads the development, implementation, evaluation, and continuous improvement of international student support, international parent engagement, and translation and interpretation services.
6.	Hires, supervises, and evaluates the ESOL/IWC Supervisor, ESOL Secretary, Title III Grant Technician, Student and Data Analysis Specialist, ESOL Consultants, and District ESOL Itinerant Teacher; supports ESOL/IWC Supervisor in supervision of IWC Clerk, International Student Advisor(s), Parent Resource Specialists, Family and Community Support Facilitator(s), and Language Facilitators.
7.	Collaborates across divisions to develop and implement streamlined processes and procedures to identify, serve, assess, and support the academic achievement of English Learners.

8.	Provides leadership and data analysis to monitor and meet the changing needs of the English Learner student population with a goal of improved academic achievement and graduation rates.
9.	Assists with preparation and update of the Georgia Consolidated Application, including planning, budget, and audit requirements for Title III.
10.	Collaborates with other directors to support standards-based classrooms.
11.	Performs other duties as assigned by the Assistant Superintendent of Teaching and Learning.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____