

JOB DESCRIPTION

POSITION TITLE: Professional Learning Coordinator - ESOL	JOB CODE: 447C
DIVISION: Academics	SALARY SCHEDULE: Coordinator
DEPARTMENT: ESOL/IWC/Title III	WORK DAYS: 208
REPORTS TO: Supervisor, ESOL/IWC	PAY GRADE: CC1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides research-based professional learning support to schools with a focus on content, pedagogy, and instructional strategies to support multilingual learners K-12 across content areas.	

REQUIREMENTS:

1.	Educational Level: Master's degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 years ESOL teaching experience in content area required; prefer experience at multiple grade levels
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong knowledge of English language and literacy development, curriculum, and instructional and differentiation strategies; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning

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 ESOL/IWC Supervisor to develop and facilitate a variety of professional learning types and designs for ESOL teachers and content teachers of multilingual learners.
3.	Demonstrates mastery of WIDA English Language Development (ELD) standards and the ability to communicate content accurately.
4.	Assists in the development and production of CTLs resources.
5.	Works collaboratively with school leaders, ESOL/IWC Supervisor and ESOL/IWC/Title III Director to provide school-based professional learning
6.	Models effective strategies for teaching language and content to multilingual learners.
7.	Assists with analyzing national, state, and local assessment data as it relates to the schools, to multilingual student achievement, and to the improvement of ESOL instruction and instruction of multilingual learners across content areas.
8.	Attends professional learning to stay current on ELD standards, curriculum, instructional strategies, and current research.
9.	Works collaboratively to lead professional learning for integration with other program areas.
10.	Utilizes technology effectively to develop, conduct and sustain professional development.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____