

Position Approved by Strategic Planning

**Job Locator: I-1.4.07**

Supervisor of ESOL and Assessment

Position Grade: Supervisor III

Evaluated by: Director of School Improvement/  
Professional Development and Assessment

**Job Description:**

The Supervisor of ESOL and Assessment is responsible to the Director of School Improvement/ Professional Development and Assessment for the administration and implementation of ESOL and assessment.

**Responsibilities and duties of this position include:**

1. Provide leadership and direction in ESOL and assessment.
2. Develop and monitor the District's LEP Plan.
3. Facilitate the development and implementation of overall education curriculum program in collaboration with appropriate ESOL curricula and instruction materials adoption.
4. Assist with identifying ESOL instructional needs and implementing appropriate professional development and instructional support.
5. Assist the schools in the development and implementation of ESOL strategies to integrate various curricula.
6. Identify appropriate ESOL curriculum materials and provide related training.
7. Assist with the analyzing of FCAT, CELLA and IPT test results.
8. Assist teachers with ESOL instruction in the classroom as needed, including modeling of effective ESOL teaching strategies at the school site.
9. Schedule, implement and participate in the District Parent Leadership Council meetings quarterly.
10. Participate in statewide ESOL meetings/trainings.
11. Conduct training sessions for district ESOL trainers.
12. Coordinate and schedule ESOL training sessions for teachers, support personnel, administrators and guidance counselors.
13. Maintain database regarding interpreters.
14. Coordinate the administration, supervision and ordering of all student assessments, required by the United States Department of Education, Florida Department of Education or the Clay County School Board.

**Required Qualifications:**

1. Valid Florida Educator's Certificate.
2. Five (5) years of successful experience in a school setting.
3. ESOL Certification/ESOL Endorsement and/or REESOL Trainer.
4. Three (3) year of experience as a facilitator/trainer with educators at a school or district level.
5. Ability to communicate and work well with others.

Board Approved: 06/26/07