



Job Description

Job Title: Instructional Supervisor, ESOL

Supervisor: Executive Director, SPED and Student Advancement

Position Code: 1E16

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for supervising, planning, and coordinating the English as a Second Language Program. This is a grant funded position.

Essential Duties

1. Coordinates student program.
2. Interpret policies and state laws regarding ESOL and Foreign Exchange program .
3. Develops/promotes and implement ESOL curricula.
4. Coordinates textbook adoption for ESOL programs.
5. Registers foreign exchange students.
6. Supervises the screening and testing of ESOL Students.
7. Promotes and organizes training for ESOL, and non-ESOL classroom teachers of LEP students, administrators, or other personnel.
8. Organizes and provides training for ESOL parents through the parent involvement program.
9. Prepares the budget and supervises financial expenditures for the ESOL program and for federal grants.
10. Prepares the FTE projections.
11. Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action.
12. Prepares or oversees the preparation of all required reports and maintain appropriate records.
13. Models non-discriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions, and professional societies to maintain a current knowledge in the programs supervised.
2. Performs any other related duties as assigned by the Executive Director Curriculum and Instruction or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's and be eligible for a Virginia License with English as a Second Language endorsement . Must possess at least 5 years of teaching experience that includes experience with ESL students. Must possess knowledge of state and federal regulations governing assigned special education functional areas. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Executive Director, SPED and Student Advancement

This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Supervisor, ESOL will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, SPED and Student Advancement or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date