



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	ESOL - Coordinator Special Area
Payroll/Personnel Type:	11 Month
Reports to:	Executive ESOL Director

Position Summary:

Provide support to ELL students, families and district staff working with ELLs in order to address academic and socio-emotional needs of ELL students and ensure compliance with federal, state, and district policies and procedures.

Essential Functions:

- Administer and interpret English language proficiency assessments
- Oversee compliance to federal, state, and district policies and procedures as it relates to English language learners
- Lead teachers and staff to develop a data-informed plan for increasing school-wide and individual student language acquisition and achievement informed by the WIDA philosophy
- Lead teachers and staff to develop research-based, culturally relevant supports for ELLs' socio-emotional development
- Develop and facilitate various projects that address ESOL program goals
- Provide support to ESOL and mainstream teachers working with ELLs by effectively observing, creating and facilitating frequent opportunities for professional reflection, coaching, and modeling best practices in addressing ELLs' needs
- Provide academic and emotional guidance appropriate for students with diverse cultural backgrounds
- Serve as a resource for district staff working with ELLs
- Ability to work with parents and district staff to bridge cultural gaps between family and school community
- Deliver professional development to faculty on best practices research for supporting ELLs
- Collaborate with district departments and programs to ensure acquisition and upkeep of instructional resources and supports for ELLs
- Support ELL students and their families
- Function effectively as a team leader working with teachers, administrators, other district staff, and community partners
- Perform other duties as assigned by ESOL program director

Knowledge, Skills, and Abilities:

- Knowledge and experience with using differentiated approaches to facilitate student success in second language acquisition and acculturation
- Familiarity with federal and state regulations related to serving ELL students
- Effective verbal and written communication skills
- Proficient with MS Office Suite products
- Ability to collaborate and contribute to a team when working to fulfill shared vision, strategy, and goals



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- Experience in project management
- Awareness of culturally and linguistically responsive practices

Experience:

- A minimum of five years of experience working with English language learners

Education:

- Masters in TESOL or a related field (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Human Resources	_____ Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.