



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

---

<b>Position Title:</b>	ESOL Instructional Coordinator
<b>Payroll/Personnel Type:</b>	10.5 Month
<b>Reports to:</b>	ESOL Executive Director

**Position Summary:**

Perform the duties required to assist program director, principals and classroom teachers with curriculum coordination, instructional support, professional development and implementation of academic and instructional programs.

**Essential Functions:**

- Monitor ESOL scheduling to align with DESE recommendations
- Conduct and facilitate ESOL professional development to provide effective instruction
- Assist ESOL teachers with lesson planning
- Provide demonstration lessons for ESOL and mainstream teachers
- Mentor new ESOL teachers
- Recommend classroom management modification which support and sustain instruction
- Participate in curriculum meetings to align ESOL with mainstream
- Analyze test results to determine instructional strengths and weaknesses and plan accordingly
- Assist in the ordering, maintaining and distributing ESOL supplies, textbooks, etc.
- Compile ESOL data and prepare narrative and statistical reports for internal and external use
- Perform related duties or special projects as assigned

**Knowledge, Skills, and Abilities:**

- Identify, administer and accurately interpret test results and assessment procedures
- Communicate effectively through verbal and written communication
- Function effectively as team member and team leader working with teachers, administrators and community player
- Proficient in the use of Microsoft Office suite programs
- Bilingual a plus

**Experience:**

- A minimum of five years of successful teaching experience at the appropriate grade level to include curriculum development and two years of successful educational leadership experience

**Education:**

- Master's in Teaching English to Speakers of Other languages (required)
- Missouri Teacher Certification

**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



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

---

**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.***



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

---