



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

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<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 (preferred)

**Experience:**

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

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment

