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**Job Title:** English for Speakers of Other Languages (ESOL) Coach

**Supervisor:** ESOL Coordinator

**Terms of Employment:** 210 days

**Job Summary:**

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and will assist the Office of Instructional Support Services in using inquiry, judgment, and review to ensure that the instructional program for LEP students is effective and meets federal and state requirements at all schools in the district. Will assist school and district staff with program development focused on professional development activities, curricular/instructional strategies, and LEP sub-group interventions. Reports to the ESOL Coordinator.

**Essential Duties:**

1. Create a network of teachers and administrators who have a shared knowledge base about the teaching and learning of second language learners for the purpose of supporting the LEP students.
2. Uses a variety of student and subgroup performance to develop strategies for addressing instructional deficiencies, including techniques to improve and coordinate a system of support for LEP students.
3. Provide effective, research based, instructional strategies to all classroom and ESOL teachers to improve the English proficiency and academic achievement of LEP students.
4. Provide guidance to classroom teachers on accommodating and modifying instruction, assessment and grading of LEP students.
5. Provide professional development to teachers in the implementation of the state academic standards specific to LEP student needs.
6. Conducts classroom observations to provide feedback and assistance with improving instruction for LEP students, but may not perform formal teacher evaluations.
7. Participates in various district and school meetings for the purpose of receiving and/or providing program and curriculum information in support of LEP students.
8. Remains abreast of LEP student research, trends, and instructional changes to enhance instructional program knowledge.
9. Performs other duties as required to facilitate the progress of the district's support of LEP students.
10. Serves as the instructional liaison between the Office of Instructional Support Services and the district staff, schools, and teachers to facilitate effective communication and implementation.
11. Ensure that a comprehensive ESOL educational program embracing student learning and teacher training is occurring in accordance with state, district, and school goals.

**Other Duties:**

Performs any other related duties as assigned by the Principal 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.



### **Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Valid South Carolina Teacher Certificate, Master's degree, and 5 years of teaching experience required. Highly Qualified as defined by the SC State Department of Education. Coaching experience, ESOL training, and fluency in a second language is preferred.
2. Knowledgeable of state academic standards, CCSS and WIDA standards and of the district curriculum and instructional practices. Possess oral and written fluency in English. Fluency in a second language is preferable. Must possess computer skills that include the competent usage of word processing, spreadsheets, and/or databases.
3. Ability to document state and federal regulations related to instructional services. Ability to operate general office equipment in the performance of daily activities. Must possess the ability to work with district personnel, ESOL staff, school administrators, and teachers to ensure continuous improvement of the district's ESOL program. Ability to communicate effectively and professionally with students, parents, district staff, government offices, and all other groups involved in the activities of the job. Ability to complete, process, and maintain all required records and reports.

### **Physical Requirements:**

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. While performing the duties of this job, the employee is regularly required to walk, sit, stand and reach with hands and arms, stoop or kneel, and crouch. Duties may involve risk resulting from attending to students' behavioral needs.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **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 a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.



**Pay Grade:** Teacher Pay Scale

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-20-2025*