



Job Title: Coordinator – Title III/ESOL (English for Speakers of Other Languages)

Supervisor: Chief Officer for Instructional Support Services

Terms of Employment: 246 days

Job Summary:

To provide leadership on the district level in coordinating all local, state, and federal programs designed to augment the regular K-12 instructional program for students whose first language is not English. To supervise the implementation of the various components of the K-12 program, including the Title III grant. Provide support to K-12 ESOL teachers in the implementation of curriculum standards and district initiatives.

Essential Duties:

1. Supervise ESOL program operations throughout the district
2. Directly Supervise LEP Consultant, LEP Coaches, and ESOL teachers
3. Ensure compliance with federal and state regulations, policies, and procedures
4. Work with teachers, school administration, and committees on compiling the district's annual progress report and program evaluation for the SC Department of Education
5. Serve on the SC State LEP Advisory Board as requested
6. Serve as a liaison with school teachers, administration, the SC Department of Education, and Coastal Carolina University, in the development of partnerships
7. Assist the Chief Officer of Instructional Support Services in determining personnel allocations
8. Work collaboratively with the Chief Officer of Instructional Support Services and District Finance department to develop and manage Title III and ESOL budgets
9. Follow ESOL program guidelines concerning procedures for identifying, evaluating, and placing students into/out of the ESOL program
10. Lead district LEP Advisory Board to determine program effectiveness
11. Work with professional personnel, students, and parents to help students be successful in school by making available information to enhance student academic progress
12. Work with teachers, data quality clerks, and school administration in collecting and monitoring ESOL data
13. Provide programmatic leadership support to teachers, counselors, principals, and parents in developing, implementing, and evaluating the District's ESOL programs
14. Facilitate communication between home and school about school programs and student progress



15. Ensure that the Title III budget is appropriately allocated, expended, managed, and documented
16. Monitor schedule for ESOL teachers
17. Coordinate staff development activities for ESOL teachers
18. Coordinate materials and equipment selection in accordance with Title III guidelines and best practices
19. Collaborate with Learning Services staff and other staff in the design and implementation of WIDA and other selected State initiatives
20. Coordinate administration of the English proficiency placement test to all incoming students who are candidates for ESOL services
21. Secure appropriate translation services such as Pacific Interpreters, Via Language, and TransAct to facilitate schools' oral and written communication with parents
22. Keep abreast of legal requirements and recommend policies and procedures to ensure compliance
23. Provide assistance and support to schools to ensure proper implementation of Title III guidelines regarding the registration, grading and assessment, promotion or retention, and state coding of ESOL students
24. Compile, maintain, and file all reports and records as mandated by federal, state, and local guidelines
25. Prepare for state and federal audits and work with officials during monitoring visits to substantiate and verify the district's compliance with all OCR and Title III guidelines
26. Coordinate the district administration of the state-mandated ACCESS for ELLs (Assessing Comprehension and Communication in English State-to-State for English Language Learners) to all ESOL students
27. Work with private schools to ensure that appropriate services are provided to ESOL students attending those schools in accordance with Title III law
28. Collect, organize, and disseminate student demographic and performance data to appropriate school officials
29. Coordinate/lead staff development sessions on best classroom practices, teaching methods, classroom management, curriculum standards, content, use of technology, lesson planning, instructional materials/resources, and other areas consistent with district initiatives and instructional models
30. Observe teachers and provide feedback in support of district initiatives and instructional models
31. Assist school curriculum coaches in employing effective coaching strategies and best classroom practices
32. Assist curriculum coaches and teachers with improving techniques for instruction and improving overall student achievement



33. Conduct regular meetings with teacher leaders in order to coordinate curriculum alignment and instruction with assessment
34. Participate in district- and state-level work sessions/meetings that focus on curriculum, instruction, and assessment
35. Collaborate with school- and district-level personnel in curriculum planning and development
36. Provide instructional strategies and various tools to aid the instructional process
37. Disseminate information and materials relating to the academic program
38. Assist with the overall evaluation of district initiatives and programs and develop strategies for improvement
39. Participate in ongoing professional development by attending workshops, lectures, and institutes to enhance job performance

Other Duties:

Carry out other tasks and responsibilities as assigned

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the District's policy on the evaluation of Non-Teaching Professional Personnel

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Valid South Carolina teacher certification with ESOL endorsement and/or education administration/supervision certification, preferred
2. Master's degree in education or administration/supervision, preferred
3. Direct experience with use of ESOL materials and resources currently in place in the district
4. Knowledge of various communities in Horry County
5. Outreach experience with other agencies or community groups that provide support/services for families
6. Experience in working with or teaching adults
7. Demonstrated proficiency in written and spoken interpersonal communication skills
8. Demonstrated proficiency in use of technology
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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 stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- 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.

Pay Grade: 210

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.