

School District of Putnam County Job Description

Coordinator, NCLB Program Options and ESOL

QUALIFICATIONS:

1. Bachelor's Degree or higher
2. Certification in Any Field
3. Valid Florida Driver's License
4. Able to provide own transportation

KNOWLEDGE, SKILLS, and ABILITIES:

At least 5 years experience in public school educational setting and experience or background in technology, project management, group facilitation, data gathering and analysis, and report writing. Prior administrative or supervisory experience preferred. Knowledge of federal, state, and district policies related to student assignment and school choice options. Must have knowledge of MS Word, spreadsheet, and presentation applications. Must be able to communicate with parents, principals, and district staff. Must be able to communicate effectively both orally and in writing.

REPORTS TO: Director, Federal Programs

JOB GOALS

To coordinate the *No Child Left Behind* transfer programs (Choice and SES services) and to assure the monitoring and achievement of students participating in the transfer programs; To implement, coordinate and monitor the ESOL (English for Speakers of Other Languages) program for the district.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- *1. Coordinate the design, implementation and monitoring of the district's plan for the *No Child Left Behind* Program Options.
- *2. Coordinate an effective and a compliant process to notify parents of students who are eligible to participate in the Transfer programs.
- *3. Receive and process the Program Option applications including the assignment of students to one of the requested schools.
- *4. Develop and implement a procedure to notify parents of new school assignments
- *5. Provide enrollment reports to sending and receiving schools
- *6. Identify eligible students for SES services
- *7. Provide enrollment and other pertinent reports for vendor's activities.
- *8. Maintain vendor and students' data
- *9. Coordinate data and communication files with the Division of Student Services
- *10. Coordinate the preparation and translation of correspondence to parents in languages other than English
- *11. Design, publish and maintain effective communication with the public, regarding the guidelines and rules associated with the Program Options by using such items as the web site, brochures, and Frequently Asked Questions (FAQ's)
- *12. Serve as liaison between the Transportation Department and the parents of students participating in the program(s)
- *13. Maintain and transfer students' Academic Improvement Plans (AIP's)
- *14. Monitor and maintain data of enrollment information for students participating in the Program Options
- *15. Maintain district compliance with, all records, and reporting to OMSLE concerning enforcement of the Consent Decree as it pertains to LEP students
- *16. Coordinate and implement training opportunities for personnel in ESOL strategies
- *17. Collaboratively monitor the district's progress in ESOL development with the Staff Development division
- *18. Assist in monitoring professional development data and records with the Human Resources division.

Coordinator, NCLB Program Options and ESOL (continued)

- *19. Provide instructive, consultative services to school personnel on ESOL requirements or training opportunities
- *20. Attend and participate in training sessions or meetings regarding revisions, updates, or changes in ESOL requirements an/or compliance issues
- *21. Perform other tasks as assigned consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel

*Essential Performance Responsibilities

Job Description Supplement Code 3

SALARY LOCATOR: Support Personnel Salary Schedule 4