

HILLSBORO SCHOOL DISTRICT 1 J

2013

JOB DESCRIPTION

T.O.S.A. - ESL SPECIALIST-TITLE 1-M

DIVISION: Schools and Instruction
DEPARTMENT: Special Programs
IMMEDIATE SUPERVISOR: Executive Director of Special Programs

GENERAL DUTIES: Provide leadership in planning and coordinating the development, implementation and evaluation of District programs for limited and non-English speaking students and migrant students.

ESSENTIAL REQUIREMENTS:

- A. Master's Degree or equivalent training in one or more of the following: supervision, language development, curriculum development and multi-cultural education
- B. Three years of ESL teaching experience and/or administrative experience
- C. Bilingual education training and classroom experience
- D. Demonstrated ability in group processes and in organizational skills
- E. Bilingual - Spanish/English, including good Spanish writing skills
- F. Available to work through July
- G. Physical requirements which may include:
 - 1. In an eight hour day the employee may:
 - a. Stand/walk 1 - 4 hours
 - b. Sit 1 - 3 hours
 - c. Drive 1 - 3 hours
 - 2. Employee may need to occasionally:
 - a. Bend
 - b. Squat
 - c. Climb stairs
 - d. Lift to 50 pounds

ESSENTIAL RESPONSIBILITIES

- A. Coordinate the development, preparation and operation of the ESL and Title 1-Migrant Programs
- B. Assist the Executive Director in writing and submitting grant proposals related to minority language students.

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T.O.S.A. - ESL Specialist: (Continued)
Essential Responsibilities: (Continued)

- C. Supervise community-based Home School Consultants and Data Entry Clerks

- D. Assist principals in coordinating the placement of ESL staff and migrant program staff
- E. Serve as District academic area coordinator for ESL
- F. Assist the Executive Director in developing and monitoring staffing allocations and budgets for ESL and Title 1-Migrant
- G. Plan, coordinate and evaluate ESL and Title 1-Migrant district policies, performance standards and rules, and state and federal regulations governing bilingual and migrant education
- H. Coordinate curriculum development and reporting activities for the programs
- I. Coordinate inservice training activities; provide technical assistance and counsel/based on program needs
- J. Assist in the preparation of testing and evaluation procedures for ESL and migrant education
- K. Supervise parental involvement activities
- L. Other duties as assigned by the Executive Director of Special Programs or the Superintendent