



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>ESL Facilitator</b>
<b>SCHOOL/DEPARTMENT</b>	Elementary Instruction/ Federal Programs – Curriculum and Instruction
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Executive Director for Elementary Instruction/Federal Programs/ or CAO
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday; must be able to work <i>some</i> late evenings and some weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The ESL Facilitator performs a variety of supervisory and administrative tasks in monitoring and assisting the operation of English as a Second Language services offered in the Orange County School system. The ESL Facilitator directs and supervises the English as a Second Language (ESL) program for students in the County. Additionally, the ESL Facilitator monitors the overall effectiveness of the program and ensures it is implemented within federal, state and local regulations. The ESL Facilitator supervises a group of ESL teachers.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the curricular area requirements and curriculum as conveyed by NCDPI
- Thorough knowledge of school district board policies and procedures

- Thorough knowledge of legislative requirements pertaining to the particular subject area
- Demonstrated ability to perform evaluations of teachers and their subject areas and to provide recommendations for improvement
- Demonstrated ability to provide support, direction and assistance to assigned staff relative to job performance, student/staff relations, problem resolution and professional growth
- Demonstrated ability to establish and maintain supportive and positive working relationships with school principals, teachers, subject area coaches and support personnel
- Demonstrated ability to facilitate the development and implementation of the curriculum guide that contains the core curriculum benchmarks, resources, instructional strategies and activities, timelines, articulation maps, and common assessments that are aligned with the state requirements
- Demonstrated ability to develop programs of study, evaluate textbooks and other supplementary teaching materials
- Demonstrated ability to work with other facilitators in the related field to ensure proper alignment horizontally and vertically in all tested areas
- Considerable knowledge of the current literature, trends, methods and developments in the particular curricular area
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the principles of supervision, organization and administration
- Thorough knowledge of the NC Standard Course of Study and its application to the particular curriculum
- Considerable knowledge of providing active leadership and support for effective instructional strategies, techniques, and methods grounded in research and focused on improved achievement for all students
- Considerable knowledge of best practices, adaptive learning, and other processes associated with providing quality professional staff development activities and programs in accordance with staff and student needs and school/district needs and objectives

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree or higher in Education, foreign language, or related field
- Five (5) years minimum experience as a classroom teacher, public school principal, and/or Central Office Administrator
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- NC Teacher Certification in related field
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- NC School Administrator Certification
- Seven (7) or more years serving as a public school classroom teacher, public school principal, and/or Central Office Administrator

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, develop, and implement a comprehensive student ESL special services program which assesses needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs
2. Support the schools with the continuous improvement of education for all students by serving as the curriculum area specialist
3. Serve the school district as a specialist in his/her respective content area by developing and refining the content of the curriculum
4. Coordinate and manage the organization and progress of vertical teams to ensure comprehensive and sequential programs (vertical alignment)
5. Provide instructional leadership in the needs assessment, planning, and coordination of staff development in the content areas, and/or schools.
6. Collaborate with school campus personnel to assist schools with staff development and instructional programs
7. Assist with the development of system created assessments in the related field
8. Assist with the evaluation of new and existing programs in the district
9. Assist school principals with curriculum and instructional decisions based on individual school campus needs
10. Assist principals and staff with disaggregating data to determine instructional needs of the students
11. Lead the district curriculum committees with revisions to curriculum and adoption of new subject materials and text books, as needed to meet student learning needs and goals
12. Assist teachers, especially those new to the profession and the district, with instructional methodology, district curriculum requirements, etc.
13. Secure, evaluate, and deliver instructional material as needed
14. Develop methods and procedures for implementing the curriculum, including the coordination of the development, editing and/or revision of curriculum guides and other instructional materials to support the program in his/her specialized area
15. Communicate effectively with supervisors regarding pertinent aspects of the instructional program
16. Encourage and support the development and implementation of innovative instructional programs to achieve identified needs
17. Encourage and support the implementation of technology into the classroom
18. Assist with planning for summer school education programs in given specialized area
19. Work closely with principals, counselors, department chairs and teachers in creating an open, cooperative atmosphere for effective communication
20. Work cooperatively and harmoniously with all members of the Curriculum and Instruction Department, as well as other administrative departments, as needed
21. Communicate effectively with parents, students and the community
22. Demonstrate high expectations of students and staff
23. Work collaboratively with others to support the school district mission and goals; articulate a vision for the district's program
24. Monitor various instructional program activities
25. Research programs and provide an analysis of such programs to determine possible implementation in the district

26. Assist with the orientation of new teachers in the field
27. Help provide growth opportunities for teachers in need of assistance
28. Prepare budget for specified content area, justify requested funds, and appropriately allocate funds throughout the school year
29. Serve as administrative substitute at schools, as needed
30. Support the school district's Student Code of Conduct and assist with developing plans for improved student behavior, as needed or required
31. Demonstrate awareness of school/community needs and support activities to meet those needs
32. Speak to community and civic groups, as requested, and submit information to the Communications Department as needed to promote the specific area's program
33. Encourage and promote parental and community involvement in the educational process
34. Improve leadership skills through self-initiated professional activities, such as participation with and/or work on committees associated with professional organizations, or to meet statewide needs
35. Participate in appropriate educational conferences and staff development opportunities for job growth and enhanced job performance
36. Perform other duties as assigned by the Executive Director of Secondary Instruction and/or the Chief Academic Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*