

**Job Title:** ESL Specialist  
**Department:** Secondary Education  
**Reports To:** ESL Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (Teacher on Special Assignment level 4)



## **SUMMARY**

The ESL Specialist assists the ESL Coordinator with the management and coordination of the WCSD ESL Program and helps individual schools do the same in order to be in compliance with the Office for Civil Rights. In addition, this position assists with the coordination and facilitation of professional development for WCSD and individual schools as needed. The Specialist must model good instructional practice and work well with other people to be effective in facilitating change.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides coordination of the WCSD ESL Program. Develops, implements, and evaluates annual comprehensive program improvement action plan.

Analyzes and evaluates formative and summative district student achievement data. Conducts student assessments.

Maintains district compliance with the U.S. Department of Education Office for Civil Rights program guidelines and other legal requirements.

Designs and conducts program audits, prepares federal, state, and local reports, and supervises school level reporting and record keeping procedures.

Coordinates and facilitates professional development. Designs and facilitates formal and informal training, study groups, W-ESL & ESL Endorsement classes, in-services and workshops.

Coordinates and provides peer coaching, mentoring, modeling and other types of teacher support. Works effectively with schools and WCSD Learning Coaches.

Maintains program and grant budgets, financial records, and prepares accurate financial reports.

Assists school administrators with school-level programming.

Supervises ESL/SDAIE teachers, paraeducators and school coordinators.

Works effectively with technology; Power-school, Cognos databases, word processing, graphic and presentation software, website design and maintenance, and computer assisted instruction.

Collaborates and communicates effectively with other departments within WCSD as well as other school districts and the community. Participates in state level ESL programming and professional development decision making.

Works effectively with families. Organizes, oversees, and teaches family literacy programs.

Provides translation services.

Increases multicultural awareness among administrators and staff.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Strong knowledge base in:

- English as a Second Language and Bilingual education issues and research dealing with ESL programming and program materials, identification, assessment, placement, legal requirements, staffing, professional development, and parent and community involvement.
- Current literacy research and the WCSD literacy approach.
- Core curriculum and demonstrated skill with ESL/SDAIE instruction.
- Multicultural education issues.

Demonstrated skill in literacy instruction and professional development.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to work independently on routine tasks.

### **EDUCATION and/or EXPERIENCE**

Minimum of a Bachelor's Degree from an accredited college or university.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

An active Utah professional level license. ESL Endorsement, Bilingual Endorsement, or equivalent experience and bilingual ability is recommended.

Successful classroom instruction is essential. Experience working with all levels of ELL students is critical.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk, hear, and use fingers and hands to handle or feel. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, and kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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.*

The noise level in the work environment is usually moderate.

Prepared By: <b>Professional Development Director</b>		Date: <b>05/04/2005</b>	
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>08/10/2005</b>	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Professional Development Director</b>	Date: <b>01/02/2008</b>
<input checked="" type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>03/24/2022</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	

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