

**Roswell Independent School District
Job Description**

Job Title: ESL / BILINGUAL FACILITATOR

Reports To: DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL)

General Job Description:

Under the direction of the ESL Director, the candidate is responsible for coordinating and administering language proficiency assessments for English and Spanish, both in an online and conventional format. The candidate will conduct training and workshops in the area of bilingual education, and deliver parent education services. The candidate will facilitate the ESL/Bilingual and reading intervention programs, and assist in other specific tasks as required by Title III NCLB and the State Bilingual Education Office.

Essential Duties and Responsibilities:

1. Facilitate the ESL/Bilingual education and reading intervention programs, in cooperation with the Director.
2. Facilitate the process of new PHLOTE identification throughout the year, and ensure that proper language proficiency assessments are given.
3. Facilitate the process of language proficiency assessment administration (online and conventional) to new PHLOTE students for proper instructional program placement and reclassification.
4. Prepare and distribute Title III Parent Notification Letters to parents of PHLOTE and ELL students.
5. Assure that all center-level documentation and reports are complete, up-to-date, and accurate.
6. Monitor the inventory of office supplies and equipment in cooperation with the Director.
7. Provide parenting classes such as literacy, basic adult education, basic computer skills, etc. (work performed after normal school hours will be compensated per district teacher pay scale for extra hour agreement contract).
8. Attend meetings and trainings, as requested, to keep abreast of trends in various service areas.
9. Act as a liaison for the ESL/Bilingual Office.
10. Maintain confidentiality and adhere to FERPA requirements concerning student information.
11. Sound understanding of the current methodologies for second language acquisition, pedagogies, bilingual education, educational intervention programs, instruction technology, cultural diversity, parent involvement and knowledge of ESL Bilingual licensing standards. *The ability to communicate well in both Spanish and English is required.*
12. Have experience in the use of Instructional Technology and reading intervention programs to address the needs of a diverse population.
13. Will serve as a resource person for parents of ELL students and must be able to develop and deliver parent education programs and provide translation services as needed to facilitate parent participation.
14. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
15. Report to work on time and work no less than 7.25 hours per day, *working hours may not correspond to school hours.*
16. Work independently with very little supervision.
17. The duties listed above are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties to be performed in such a position.
18. The Qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if demonstrated to meet the needs of the department and the students.

Education and Experience:

1. Current NM Level II or III Teacher license.
2. A minimum of three to five years of experience in teaching English as a Second Language or Bilingual Language Arts to either elementary or secondary students.
3. Must have experience in coordinating and assessing language proficiency, in both English and Spanish, of ELL, and/or bilingual students.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

ESL / BILINGUAL FACILITATOR (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, all multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. Flexible hours and travel for research and training may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date