



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** ESL Director

**Prepared Date:** 01/18/2022

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### **JOB GOAL:**

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 day) contract, Pay 802 Grade 24, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Master's degree with a Doctorate preferred.
2. Three (3) or more years of successful teaching experience, preferably in English language arts, foreign language, bilingual, or ESL.
3. Valid Arkansas teaching license in Administration, ESL endorsement a plus.
4. Fluency in the Spanish language.
5. Sensitivity to and understanding of the needs of English language learners.
6. Strong interpersonal skills.
7. Evidence of strong organizational skills.
8. Evidence of strong oral and written communication skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides leadership and coordination for all programs and services relating to limited-English proficient students, PreK-12.
2. Ensures identification annually of students who are potentially limited-English proficient.



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3. Oversees administration of appropriate screening tests and procedures and the placement of students in ESL programs and services.
4. Coordinates the development of ESL curriculum content standards and curriculum guides, PreK-12, and oversees implementation.
5. Provides ongoing professional development for all levels of staff, especially all principals, to ensure understanding of the ESL programs and services.
6. Provides ongoing professional development both for ESL teachers and tutors and for regular/special education teachers to ensure appropriate delivery of instruction for LEP-identified students.
7. Collaborates with Testing Specialist in the administration of all test/examinations to LEP-identified students.
8. Collaborates with PRE to design annual evaluation study and to track exited ESL students.
9. Files required reports with the District and with the Arkansas Department of Education.
10. Recommends and manages the ESL budget.
11. Seeks, in collaboration with grant proposal staff, development funds to enhance programs and services.
12. Ensures the translation of critical documents and communications to parents of ESL students in the languages spoken in homes.
13. Establishes and maintains a positive relationship with language-minority groups in the community.
14. Makes recommendations for necessary changes and modifications to existing programs and services.
15. Ensures compliance with the Office of Civil Rights guidelines, ADE regulations, and District policies and regulations relating to programs and service for LEP-identified students.
16. Establishes and maintains an LEP/ESL Handbook with information necessary for the administration of the program in all schools.
17. Monitors records of identified LEP students and exited LEP students to ensure compliance with federal and state requirements.
18. Keeps the Senior Director of Student Services well informed about related issues.



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19. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.