



TESOL Specialist Job Description

Reports to: Principal

Job Goals:

- To facilitate English language acquisition for low-proficiency level ELLs, focusing on the development of reading, writing, speaking and listening for social and academic purposes.
- To advocate for the needs of ELLs at all proficiency levels when speaking into the school-wide ESOL program, scheduling, language policies and assessments.
- To provide both formal and informal training for all teachers on meeting the needs of English language learners in mainstream classes.
- To oversee testing and data maintenance of all ELLs in the ESOL program, and those who exit the program, for two years. (Note: an ESOL Assistant will keep records and assist with testing; the ESOL specialist is responsible to oversee the work of this assistant.)

Standard Qualifications for Position:

1. Teacher certification
2. TESOL certification aligned with TESOL K–12 Professional Standards
3. Additional language and culture skills and experience are preferred

Expected Additional Skills and Dispositions:

1. Use of instructional technology
2. Organizational and management skills
3. Understanding of developmental and language acquisition stages
4. Broad understanding of different cultural, linguistic and religious groups
5. Collaborative spirit and skills
6. Optimistic, positive demeanor and outlook

Essential Functions and Responsibilities:

1. Screen Home Language Surveys.
2. Work with school leadership to develop the ESOL program.
3. Supervise assessment and placement of students in the ESOL program.
4. Create a low-stress classroom environment for beginning ELLs; teach effectively (using best practice methodologies in TESOL) for quick acquisition of foundational English. Show evidence of appropriate planning for ESOL instruction.
5. Act as a liaison between beginning ELLs and others in the school.
6. Supervise the administration of assessments and placements.
7. Ensure that ELLs at higher proficiency levels are continuing to acquire academic language in regular classes by ongoing dialogue with mainstream teachers, and appropriate assessments.
8. Advocate for ELLs in the setting of schedules, discussions about assessment, access to the regular school curriculum, and all other school initiatives, policies and procedures. Advocate for a multilingual and multicultural school environment.
9. Liaise with parents of ELLs, helping them to feel comfortable in the school environment and to develop the skills and understanding needed to participate in their child's education.
10. Maintain an ongoing program of professional growth as an ESOL Specialist.