

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 3195
Instructional

FLSA: Non-Exempt

TEACHER
(Part-Time / Hourly / ESOL - Adult Education)
(Federal Funds)

MAJOR FUNCTION:

This is a part-time hourly position with responsibility for the adult English Speakers of Other Languages (ESOL) program.

DUTIES AND RESPONSIBILITIES:

- Recruits, interviews and recommends qualified ESOL instructors.
- Coordinates the development of an ESOL pre-service training program.
- Coordinates and conducts ESOL pre-service and in-service training.
- Coordinates the development of curricula for in-school and out-of-center ESOL classes including: develops placement and progress tests; develops student individualized education plans; selects core competencies for each course and level; selects appropriate classroom materials including computer-assisted and video lessons; coordinates the development of a materials correlation for each competency; coordinates the development of authentic materials for classroom use.
- Provides teacher support for program implementation, including Department of Education (DOE) and district provisions, curriculum, teaching methods and techniques, and cultural sensitivity.
- Oversees the establishment of a system of classroom management at each class site.
- Conducts classroom visits to monitor program implementation.
- Coordinates community outreach including developing multilingual brochures, speaking at community gatherings, and developing and maintaining a community-based system of student recruitment and referral.
- Serves on the Limited English Proficient (LEP) Mutual Assistance Association Coalition, READ Pinellas, And Gulf Teaching English to Speakers of Other Languages (TESOL).
- Serves as a liaison with community-based organizations, government agencies, and the K-12 ESOL Department, and develops working agreements.
- Researches and contacts industries, which hire LEP employees and community-based organizations, which serve LEP adults.
- Coordinates the provision of job-site and community-based classes by recommending and training the instructor, selecting materials, procuring appropriate classroom space and equipment, and overseeing the testing and documentation of student progress.
- Researches funding sources for special projects.
- Writes project narratives and budgets for project proposals.
- Coordinates inter-agency and community participation in special projects.
- Oversees the timely attainment of special project objectives.
- Oversees all special project personnel, including part-time interpreters, clerks, and outreach persons.
- Oversees the expenditure of special project budget funds.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree in TESOL/Applied Linguistics. Five (5) years experience in program supervision. Five (5) years experience in adult education. Current Pinellas County (or Florida) teaching certificate. Bilingual skills preferred.

ISSUED: 6/92 BMP; REVISED FORMAT: 10/04 LMC; REVISED WC: 3/7/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Teacher (Part-Time Hourly (ESOL) Adult Education

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Teacher (Part-Time Hourly (ESOL) Adult Education) - INS