

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER
(English for Speakers of Other Languages (ESOL) Testing)

MAJOR FUNCTION:

Coordinate and conduct the language proficiency testing of English Language Learner (ELL) students countywide. Maintain records, organize and manage sensitive state and district English language proficiency assessment requirements. The position requires a working knowledge of state laws, rules, and procedures related to testing of ELL students and other program-related requirements. Functions are varied in subject matter and level of difficulty and range from professional contact with school personnel and the public, interpretation of state policies and procedures to interpretation of test data.

DUTIES AND RESPONSIBILITIES:

- Tests and coordinates testing of the district's students eligible for ELL testing
- Provides publicized ELL testing schedules and requirements in compliance with state and local mandates
- Maintains sufficient materials and services to meet countywide ELL testing demands
- Provides information on appropriate ELL testing accommodations to the schools and public
- Maintains records as they relate to ELL student testing
- Assists with preparation of required reports and dissemination of statistical information as they pertain to the ELL Testing
- Addresses community organizations on request on issues related to ELL Testing
- Provides teachers and bilinguals with training and updates on the ELL testing issues, procedures, and related state rules
- Schedules testers and plans their testing activities
- Provides technical guidance for assisting school and district personnel
- Maintains and updates ESOL website related to testing and compliance
- Coordinates placement of students who need placement into schools with ESOL teachers
- Coordinates articulation of ELL students from elementary to middle and from middle to high schools
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Certification in ESOL. Three (3) years related professional experience. Demonstrated cross cultural communication skills and sensitivity. Working knowledge of Portal and Excel.

PREFERRED:

Knowledge of another language. Training in recognizing and being able to deal with linguistic and cultural differences.

ISSUED: 12/10 RAS

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.

Coordinator, Other (English for Speakers of Other Languages (ESOL) Testing)

WORKING CONDITIONS & PHYSICAL EFFORT:	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				

Coordinator, Other (English for Speakers of Other Languages (ESOL) Testing) – INS