



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator for Multicultural Education		Board Approved: 04.15.03 Updated: 03.05.18
Position Level: Administrative Salary Schedule/12 months	FLSA Status: Exempt	Reports to Executive Director for Multicultural Curriculum, Instruction, and Compliance

GENERAL DESCRIPTION

This position will support the Executive Director for Multicultural Curriculum, Instruction, and Compliance in the planning, coordination, and implementation of the Multicultural Student Language Education Program in the District.

KEY RESPONSIBILITIES

- To assist the Executive Director for Multicultural Curriculum, Instruction, and Compliance in the coordination of the District's ESOL Multicultural Student Language Education Program.
- To implement the provisions of the ESOL Consent Decree.
- To coordinate the ESOL training in the District and the required ESOL strategies.
- To attend meetings of the District ESOL Parent Leadership Council.
- To assist in the calculation of ESOL projections to the Department of Education and to the schools.
- To meet with administrators, parents, and staff as requested on ESOL issues and concerns.
- To assist in implementing the District Strategic Planning Team recommendations in the area of Multicultural Education.
- To assist in coordinating district initiatives directly impacting English Language Learners.
- To provide actionable feedback and assess ESOL Educational Specialists assigned to the Multicultural Education Department.
- To meet on a regular basis with the ESOL compliance personnel.
- To maintain timely, accurate information and be accountable for the quality of information maintained by those they supervise.
- To be responsible for self-development and up to date on current research, trends, and best practices relevant to the area of ESOL and curriculum and instruction.
- To train or coordinate the training of all administrative personnel in the ESOL Consent Decree, current State Board Rules and Florida Statutes relative to the Multicultural Student Language Program (ESOL).
- Perform other duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Coordinator for Multicultural Education	Reports to: Executive Director for Multicultural Curriculum, Instruction, and Compliance	Position Level: Administrative Salary Schedule
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master’s Degree required. ESOL endorsement and certification in Educational Leadership required.
<i>Work Experience:</i>	Minimum of three (3) years successful teaching in ESOL and/or administrative/supervisory experience. Experience in planning and/or implementing professional development. Fluency in another language other than English.
<i>Impact of Actions:</i>	Makes decisions and recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans assigns and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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.