

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ESOL PROGRAM SPECIALIST**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Perform the duties of a resource / liaison person for all school centers in all assigned curriculum areas.
- \_\_\_\_\_ 2. Preview, evaluate, and recommend classroom materials as requested.
- \_\_\_\_\_ 3. Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- \_\_\_\_\_ 4. Coordinate translations of school and district documents.
- \_\_\_\_\_ 5. Translate student transcripts from foreign countries to equate listed courses with appropriate District courses.
- \_\_\_\_\_ 6. Prepare reports to address all assigned curriculum areas as needed.
- \_\_\_\_\_ 7. Provide materials and activities which address LEP student needs as requested.
- \_\_\_\_\_ 8. Prepare and monitor budgets for assigned areas.
- \_\_\_\_\_ 9. Interview teacher and paraprofessional candidates in assigned areas as requested.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 10. Provide a link between and among District administrators and school centers and community.
- \_\_\_\_\_ 11. Provide information regarding curriculum recommendations / changes to school-level personnel.
- \_\_\_\_\_ 12. Work cooperatively with ESE, Alternative Education and Adult and Community Education in assigned curriculum areas.
- \_\_\_\_\_ 13. Coordinate educational programs with appropriate community organizations.

**3. PROFESSIONAL GROWTH AND IMPROVEMENT**

- \_\_\_\_\_ 14. Organize and direct inservice programs in all assigned curriculum areas.
- \_\_\_\_\_ 15. Remain abreast of developments in media / technology education.
- \_\_\_\_\_ 16. Attend and participate in local, regional, and state meetings and conferences representing the assigned curriculum areas.
- \_\_\_\_\_ 17. Promote and support the professional growth of self and others.
- \_\_\_\_\_ 18. Maintain a network of peer contacts through professional organizations.

**4. SYSTEMIC FUNCTIONS**

- \_\_\_\_\_ 19. Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- \_\_\_\_\_ 20. Assist Social Work Services and Psychological Services in extending assistance and support to appropriate clients and families.
- \_\_\_\_\_ 21. Provide input to appropriate personnel regarding upcoming plans, program coordination and curriculum area developments.
- \_\_\_\_\_ 22. Coordinate curriculum guides with teachers for each of the assigned areas.
- \_\_\_\_\_ 23. Assist in the testing of the LEP population.
- \_\_\_\_\_ 24. Supervise the ESOL Itinerant Teacher and support personnel.
- \_\_\_\_\_ 25. Develop and produce the LEP plan for the District.
- \_\_\_\_\_ 26. Monitor the compliance with the LEP plan.
- \_\_\_\_\_ 27. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \_\_\_\_\_ 28. Prepare all required reports and maintain all appropriate records.
- \_\_\_\_\_ 29. Perform other duties as assigned.

ESOL PROGRAM SPECIALIST (Continued)

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 30. Assist all teachers and administrators functioning in a supportive or functioning role in each assigned area.
- \_\_\_\_\_ 31. Supervise compliance with all local, state and federal policies, laws, rules and regulations related to the assigned area.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 32. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 33. \_\_\_\_\_
- \_\_\_\_\_ 34. \_\_\_\_\_
- \_\_\_\_\_ 35. \_\_\_\_\_
- \_\_\_\_\_ 36. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 37. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 38. The accurate and timely filing of all school reports
- \_\_\_\_\_ 39. The completion of required professional development services.
- \_\_\_\_\_ 40. \_\_\_\_\_
- \_\_\_\_\_ 41. \_\_\_\_\_

ESOL PROGRAM SPECIALIST (Continued)

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**DATA COLLECTION CODES**

**O -- Observed**  
**C -- Collected Data**

**I -- Clearly Indicated**  
**NE -- Not Evident**

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)