

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

REGIONAL SCHOOL IMPROVEMENT FACILITATOR: ENGLISH LEARNERS

Minimum Qualifications:

- Ohio Educator License including TESOL or Masters in TESOL or related field
- Five (5) years of teaching experience with EL students
- Experience with leadership or educational administration
- Expertise in program options, services and curricular materials that address the educational needs of EL program participants
- Deeply knowledgeable in EL topics and up to date on professional trends in the instruction of English Learners
- A record of collaboration in the professional community
- Demonstrated skill in oral and written communications.
- Ability to work with various constituencies including classroom teachers, principals, district administrators, regional service providers and Ohio Department of Education staff.
- Knowledge of adult learning theory.
- Proficient in Microsoft Word, Excel, and Power Point.
- Excellent interpersonal skills.
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction.
- Reliable transportation
- Documentation of a clear criminal record in compliance with state statute
- Compiles with drug-free workplace rules and board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports to: Director of Literacy and Learning

Job Objectives:

Regional School Improvement Facilitator: English Learners specializes in working with ESCCO partner and Title III consortium districts with support and resources for continuous improvement regarding ongoing analysis and development of their EL service delivery

models to ensure compliance with state and federal statutes and instructional best practices and strategies. They will develop partnerships that support professional development opportunities and training for teachers, parents, and communities. Keeping current, enhancing ESCCO website and exploring pathways to provide credential opportunities for EL Teachers and Bilingual Aides will be additional objectives. They will also serve as the primary contact for Title III consortium district members through networking opportunities and overall communication.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Shares knowledge and expertise related to EL services, policies and guidelines relating to EL Identification, Ohio English Language Proficiency Assessment (OELPA), Ohio English Language Proficiency Standards (OELP)
- Works in collaboration with the Director of Literacy and Learning and other members of the Center for Achievement and Leadership
- Collaborates with the Director of Literacy and Learning and the Director of Program Resources to complete ODE’s CCIP Narrative, Budgets, District Consortium information and data
- Seeks out new resources
- Evaluates instructional methodology related to Ohio learning standards for English Language Learners
- Focuses conversations with teachers and administrators on how students learn language
- Assists with the evaluation of programs and provides recommendations on curriculum, materials, and instructional pedagogy
- Customizes professional development based on district needs and wants
- Assists in the evaluation of student learning data, utilizing the data support staff within our agency
- Supports the marketing and services of “On Demand Interpreters to districts
- Works effectively with other Agency staff to support the work with districts and schools
- Performs other specific job-related duties as assigned by superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

April 2022