



ESOL Curriculum Compliance Teacher (CCT)

Although there is no official OCPS job description for the ESOL School CCT, the following information may be used to determine the job related tasks that a CCT would be responsible in order for the school and district to remain in compliance with federal and state mandates.

SUGGESTED PERFORMANCE RESPONSIBILITIES:

- Monitor school for compliance with Florida State mandates.
- Act as a resource to the principal, staff and parents regarding ESOL procedures, State Board Rules and the Florida Consent Decree.
- Ensure registration procedures are implemented and followed at the school site in a timely manner.
- Conduct and coordinate ELL Committee Meetings.
- Monitor students on an Academic Needs Improvement Plan.
- Conduct aural/oral language testing on students entering the school and follow-up on students needing the Reading/Writing assessment.
- Assess, evaluate, and monitor the individual progress of each student in the ESOL program.
- Coordinate the re-evaluation (extension of instruction) process of ESOL students.
- Follow exit procedures for student's that qualify to exit the ESOL program through the state set criteria or through an ELL Committee Meeting.
- Coordinate the use of all ESOL forms at the school level including referral, testing, ELL student plans, data entry forms, FTE and any other forms as may be required by state and/or district policy.
- Monitor student's ESOL records and keep them accurate, complete, and updated as required by law and district policy.
- Maintain and organize ESOL Portfolios in student cumulative files.
- Update and maintain ELL student electronic records in the OCPS data system.
- Serve as liaison in providing immediate feedback to school administrators from completed MSES monitoring tool in order to meet compliance requirements during school visits.
- Assure adherence to required ESOL coding verification and schedules during FTE survey periods in partnership with school's registrar and data entry staff.
- Serve as the school contact for all State Reporting and FTE issues and data corrections regarding ESOL through each FTE Survey period.
- Maintain all ESOL program data within the district's student database system ensuring accuracy.
- Monitor the progress of ESOL students and former ESOL students on a 2 year monitoring plan.
- Assist the guidance department in the scheduling of ESOL students.
- Provide appropriate ESOL in-services for faculty and staff at the school site.
- Provide instructional support to the classroom teachers of ESOL students.
- Mentors teachers and acts as a classroom facilitator to assess best learning practices for teachers to use in the classroom.
- Observes and assesses teacher/student needs to promote a productive learning environment.
- Support the coordination of the English Language Proficiency (ELP) Test.
- Keep the school administrators apprised of current critical issues in ESOL compliance and instructional practices.
- Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- Attend workshops, conferences and meetings necessary to maintain and update knowledge in the area of ESOL.
- Coordinate the school's Multilingual Parent Leadership Council (MPLC) Meetings.
- Responsible for maintaining timely and accurate information and accountable for the quality of information maintained.
- Perform other duties and responsibilities as assigned by the multilingual services department as related to federal, state and district mandates.