



Job Description
Testing/ESOL Coordinator
Babcock Neighborhood School, Inc.

As Testing/ESOL Coordinator, you will work with the Curriculum Director to support the implementation of State Assessments, screen and assess ELL students, and support in many other areas of curriculum within the K-12 system.

Qualifications

- Valid Florida educator's certification

Knowledge Skills and Abilities

- Clear and concise oral and written communication skills; analytical, mathematical, organizational, and prioritization skills; flexibility and adaptability in dealing with rapidly changing priorities and demands.
- Knowledge of and the ability to interpret and enforce pertinent regulations, policies, and procedures for the functional area of assignment.
- Knowledge of and experience using multiple project management tools and methodologies.
- Ability to communicate technical information to technical and non-technical personnel.
- Ability to deliver high-quality customer service in a timely and professional manner.
- Ability to establish and maintain collaborative working relationships with all stakeholders.

Terms

The Testing/ESOL Coordinator is an instructional position that reports to the Curriculum Director. This is a twelve (12) month position (196 days). The Testing/ESOL Coordinator will be evaluated annually by the administration in accordance with Florida Statutes.

Essential Job Duties and Responsibilities

- Plan and organize the school administration of all Statewide Assessments.
- Provide training to all teachers regarding appropriate test administration procedures.
- Accurately distribute, manage, and return all assessment materials.
- Attend District test administration and interpretation training.
- Maintain accurate test administration records (i.e., absences, invalidations, etc.)
- Ensure availability to answer questions from teachers and parents.
- Report any assessment irregularities to the principal and District testing coordinator.
- Assist with the ESOL program for the system.
- Performs other job-related functions as may be assigned.

Other Job Functions:

- Attend staff meetings and participate in conferences and other training to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE IN HIRING BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAPS.