



**JOB DESCRIPTION**  
ESOL Program (Data) Specialist

<b>DIVISION:</b> Office of Schools & Academics	<b>GRADE:</b> 126
<b>DEPARTMENT:</b> Teaching & Learning	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Coordinator (ESOL and World Language)	<b>FLSA STATUS:</b> Exempt

<b>POSITION SUMMARY</b>
<ul style="list-style-type: none"><li>• The APS ESOL Program Data Specialist ensures that the cultural and linguistic needs of all ESOL students and families are met through agriculture of care, collaboration and trust.</li><li>• The ESOL Program Data Specialist ensures that all ESOL student and program data is accurately entered within the student information system and that ESOL records are accurately maintained on the district and school levels.</li><li>• The ESOL Program Data Specialist supports district and school staff to ensure Title III and local, state, and federal requirements through ESOL program data entry, guidance, support, and training.</li></ul>

<b>MINIMUM REQUIREMENTS</b>
<b>EDUCATION:</b> <ul style="list-style-type: none"><li>• Bachelor's degree required.</li><li>• Master's degree preferred.</li></ul>
<b>CERTIFICATION/LICENSE:</b> <ul style="list-style-type: none"><li>• No teaching credential required.</li><li>• A valid Georgia Teaching Certificate in one more content areas with ESOL endorsement or certification is preferred.</li></ul>
<b>WORK EXPERIENCE:</b> <ul style="list-style-type: none"><li>• 2 years experience working with limited English students and/or families in an educational setting and/or experience with student information systems and educational data.</li></ul>

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>
<ul style="list-style-type: none"><li>• Excellent written and oral communication skills.</li><li>• Ability to work independently and with a team, excellent presentational and organizational skills.</li><li>• Proficient in Microsoft Suite: Excel, PowerPoint, and Outlook.</li></ul>

<b>ESSENTIAL DUTIES</b>
<ul style="list-style-type: none"><li>• Assists the coordinator in supporting and monitoring all ESOL program data.</li><li>• Provides support, guidance, and assistance to local schools and other departments as required by the district, state reporting, and Title III.</li><li>• Enters all ESOL program-related data in the student information system in a timely manner.</li><li>• Maintains all ESOL program-related data in the student information system and in district office.</li><li>• Provides support to local schools and other departments to ensure ESOL record compliance.</li><li>• Regularly monitors ESOL records at local schools to ensure accuracy with all local, state, and federal requirements.</li><li>• Provides support, guidance, and training to district and school staff on ESOL data-related topics.</li><li>• Performs other duties as assigned by appropriate administrator.</li><li>• Required to attend scheduled shift during regular business hours as mandated.</li></ul>

## **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods.

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

**Additional Work Conditions & Physical Abilities:** N/A.

*Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.*