

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: ESE / ESOL Facilitator

Reports to: Principal

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer virtual and brick and mortar options for students.

Position Summary

Coordinates Exceptional Student Education and English for Speakers of Other Languages program planning, evaluation, and services for NBHS customers with disabilities (Grades 6-12) to ensure the provision of a Free Appropriate Public Education (FAPE).

Key Responsibilities

- Support NBHS by attending community service and outreach activities throughout the year
- Coordinates the development of the Exceptional Student Education (ESE) and English for Speakers of Other Languages (ESOL) program curriculums, goals and objectives, planning procedures and activities, evaluation procedures and results
- Assists school personnel in the implementation of the Individual Educational Plan (IEP), including procedures, documents, compliance and curriculum content that interface with Basic and Vocational Education
- Provides technical assistance to personnel in schools with the eligibility staffing of exceptional students as required by State and Federal Rules
- Assist in the determination of program effectiveness by examining and monitoring performance of students with disabilities as evidenced by IEP evaluation criteria/schedules and results; student performance as evidenced by State Assessment Data or other district/program; standardized test data; and student performance as evidenced by dismissal/reassignment, movement to less restrictive environment, decrease in need of time in program, and transition student outcomes
- Collaborates with parents, community agencies and others in the coordination of programs and services for exceptional students
- Facilitates, provides and designs in-service training and professional development for staff serving students with disabilities. Provides data to Administration to assist in projecting and assigning staffing allocations for ESE / ESOL services at school(s)
- Performs other duties as assigned

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Minimum Qualifications

Requirements

- Bachelor Degree in Education with Certification in Special Education (K-12) required.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledgeable of ESE / ESOL policies, regulations, and laws
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Knowledge of search engines, electronic marketing and surveying programs
- Able to provide excellent customer service to internal and external clients
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The ESE/ESOL Facilitator must demonstrate commitment to the mission and vision of New Beginnings High School by ensuring the company message and brand is reflective of its mission and vision through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

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Working Conditions

Environment

Requires working indoors in environmentally controlled office setting. Requires sitting for the majority of the day. This is a 12 month exempt position that may require travel.

Physical Requirements

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print) _____

Employee Signature _____

Date _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____

