

A RESOLUTION OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA, APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES COORIDNATOR POSITION FOR OASIS CHARTER SCHOOLS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, English for Speakers of Other Languages (“ESOL”) Coordinators play a vital role in assisting instructional staff to help students from diverse linguistic and cultural backgrounds acquire English language skills which are essential for academic success and integration into the school community; and

WHEREAS, the ESOL Coordinator verifies the accuracy of student information and maintains appropriate English Language Learners (“ELL”) records, ensuring confidentiality and compliance with Florida Statutes Section 1003.56, other laws and policies concerning student information, as well as staying informed with the most current ESOL policies and procedures and monitors compliance with all related requirements, including the Consent Decree that addresses the civil rights of ELL students; and

WHEREAS, the employment of a qualified ESOL Coordinator provides equitable access to educational opportunities to those students enrolled in the Oasis Charter Schools, and the acquisition of such position is necessary to meet the academic and language needs of those students; and

WHEREAS, Charter School Superintendent recommends that the Cape Coral Charter School Authority Governing Board approve the job description and salary range for the ESOL Coordinator for the Oasis Charter Schools.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA:

Section 1. The Cape Coral Charter School Authority Governing Board of the City of Cape Coral, Florida, hereby approves the job description and salary range for the English for Speakers of Other Languages Coordinator for the Oasis Charter Schools. A copy of the job description is attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD OF THE CITY OF CAPE CORAL, FLORIDA AT THEIR REGULAR SESSION THIS _____ DAY OF _____, 2025.

KRISTIFER JACKSON, CHAIR

VOTE OF THE CAPE CORAL CHARTER SCHOOL AUTHORITY GOVERNING BOARD:

JACKSON _____
ATISELE _____
KATINE _____
MICHAELS _____

SANTOS _____
MINAYA _____
KILRAINE _____

ATTESTED TO AND FILED IN MY OFFICE THIS _____ DAY OF _____, 2025.

KIMBERLY BRUNS
CITY CLERK

APPROVED AS TO FORM:

ALEKSANDR BOKSNER
CITY ATTORNEY

res/ESOL

EXHIBIT A



Job Description

Job Title: ESOL Coordinator		
Class Code:		FLSA Status: Hourly Full Time, Non-Exempt
Bargaining Unit:		Calendar:
Pay Plan: Support		Established Date:
Pay Grade: C10, \$25.34 - 28.05 per hour \$38,516.80 - \$42,636.00 annually		Revision Date: April 4, 2025

GENERAL STATEMENT OF JOB

Ensures the provision of comprehensible instruction through English for speakers of other languages (ESOL) strategies and native language instruction. Assists instructional staff in meeting student academic needs and in achieving the objectives of the school. Assists in the coordination and communication with Administration, other instructional and support staff, parents, and students. The incumbent prioritizes tasks and generally performs duties independently, with periodic supervision or review.

SPECIFIC DUTIES AND RESPONSIBILITIES

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job.

- Coordinates the provision of services for ESOL students, conducts programmatic assessments, serves as an English language learners (ELL) student advocate, and promotes equitable access to school programs and services.
- Verifies that all ELL students are placed with an ESOL endorsed/trained teacher and ensures that accommodation, intervention, and ELL child study plan, and retention procedures are followed.
- Assists in the instructional process by working with students individually or in small groups, supplementing regular instruction and implementing instructor-developed lesson plans under the direct supervision of an instructional staff member. Reads information to students in English or students' native language(s) whenever possible.
- Assists in the preparation, organization, and distribution of instructional aids, enrichment materials, and technology as directed. Translates some of the materials to be used for lessons to ensure comprehension.
- Provides support in the computer laboratory, library/media center, and/or other learning facilities when appropriate. Assists in administering individual and group tests in the appropriate native language or in English.
- Works with teachers to reinforce positive student learning and behavior patterns. Assists students in the development of study skills necessary for learning and in the achievement of instructional objectives.
- Demonstrates an understanding and respect of individual student's cultures, needs, abilities, and interests.
- Provides parents with information about the ESOL program and encourages parental involvement in school events, activities, and meetings. Acts as an interpreter/translator (both oral and written) for parents during Open House, Orientation, school meetings, and other activities as necessary.
- Schedules, attends, and completes documentation for all ELL Committee meetings and ensures that the parent notification forms and minutes are filed.

ESOL Coordinator

- Verifies the accuracy of student information and maintains appropriate ELL records, ensuring confidentiality and compliance with laws and policies concerning student information. Assists teachers in keeping current records of the progress of individual students.
- Participates in in-service activities, including ESOL Paraprofessional training, ESOL Contact training, and other programs when appropriate.
- Stays informed of the latest ESOL policies and procedures and monitors compliance with all related requirements, including the Consent Decree that addresses the civil rights of ELL students.
- Adheres to good safety procedures.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Alternatives to the minimum qualifications can be made by the Board as they find appropriate and acceptable.

Education:

- Associate's degree from an accredited college or university.

Experience:

- Three (3) to five (5) years of related work experience.
- Previous experience as a Teacher Assistant/Paraprofessional preferred.

Licenses and Certifications:

- Certified Barton Tutor in grades K-5 preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated proficiency in both English and another language.
- Ability to effectively communicate with students, families, and community members whose primary language is not English.
- Skilled in both written and oral communications for effective expression and clarity.
- Ability to facilitate accurate interpretation and translation of educational materials, school policies, and communications.
- Ability to issue and follow oral and written instructions.
- Ability to establish and maintain effective-working relationships with supervisor, support staff, students, parents, and others.
- General knowledge of report and record keeping principles and techniques.
- General knowledge of business mathematics.
- Ability to utilize a variety of modern office equipment, i.e., computers, facsimile machines, and copiers.
- Ability to organize and review work for efficient results and accuracy.
- Ability to perform duties with consistent courtesy and tact in the best interest of students, the school, and the public.

MINIMUM STANDARDS REQUIRED

Individuals assigned to this classification must report to work per their assigned schedule. Reasonable accommodations are available upon request for individuals with disabilities.

- **Physical Requirements:** Tasks involve some walking and standing; some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 50 pounds. Tasks may involve extended periods of visual concentration.

ESOL Coordinator

- **Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounting, and applications.
- **Interpersonal Communication:** Requires the ability to speak and/or signal to convey or exchange information, including giving and receiving instructions, assignments, or directions.
- **Language Ability:** Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.
- **Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and address a variety of concrete variables in situations where standardization exists.
- **Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, and to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- **Numerical Aptitude:** Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.
- **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.
- **Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing modern office equipment.
- **Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.
- **Color Discrimination:** Requires the ability to differentiate between colors or shades of color.
- **Interpersonal Temperament:** Requires the ability to interact with people beyond giving and receiving instructions, including frequent public contact and potentially confrontational situations.
- **Physical Communication:** Requires the ability to talk (expressing or exchanging information by means of spoken words) and/or hear (perceiving the nature of sounds by ear).
- **Environmental Requirements:** Tasks are generally performed without exposure to adverse environmental conditions.

The City of Cape Coral is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, genetics, veteran status, sexual orientation, gender identity, or any other protected characteristic.