



DeKalb County
School District

Specialist, ESOL

Reports to:	Principal	FLSA Status:	Exempt
Department:	Technical/Other	Structure/Grade:	Teacher/ E05 – E07
Division:	School Based	Workdays:	213
Retirement:	Teacher’s Retirement System		

Position Summary

Assists with the screening, placement, assessment, and provision of services to English Learners, ensuring quality support in line with state and federal guidelines. Collaborates with educators to enhance language development and academic success. This role requires expertise in the field and the ability to operate with limited oversight.

Essential Job Duties

- Assists and supports teachers in planning, scheduling, delivering, and assessing instructional activities for English for Speakers of Other Languages (ESOL) students.
- Facilitates language acquisition and academic achievement for ESOL students by providing targeted assistance.
- Enhances social and academic English language proficiency among ESOL students through dedicated support.
- Collaborates with teachers to modify and adapt curricula and instructional resources to cater to the diverse needs of ESOL students.
- Serves as an internal subject matter expert, providing guidance to colleagues as required.
- Contributes to local school ESOL programs by performing various administrative tasks and offering instructional support as needed.
- Completes complex analysis of educational strategies for ESOL learners and recommends solutions based on multiple variables.
- Anticipates challenges faced by ESOL students in the classroom setting, proposing effective interventions to improve learning outcomes.
- Performs other duties as assigned.

Qualifications

- Master's Degree in Special Education, Rehabilitation Science, Occupational Therapy, Speech-Language Pathology, or a related field with 5 - 7 years of relevant experience required.
- Valid Professional Standards Commission approved certificate in the appropriate educational field at level T-5 or above required.
- Valid Professional Standards Commission approved, ESOL certification/endorsement is required.

Knowledge, Skills, and Abilities

- Knowledge of English for Speakers of Other Languages (ESOL) program guidelines, regulations, and laws
- Knowledge of the Sheltered Instruction Observation Protocol (SIOP) framework and applications



- Knowledge of reclassification procedures for language proficiency
- Ability to work independently with limited oversight
- Ability to manage standard projects, programs, or processes
- Ability to manage own time and complete tasks in alignment with end goals
- Effective oral, written, and interpersonal communication skills, and the ability to adapt communication style to differing audiences
- Ability to enhance relationships with senior internal and external partners not familiar with the subject matter
- Ability to ensure compliance with relevant standards and regulations while managing tasks effectively under pressure with competing deadlines
- Excellent decision-making skills and the ability to exercise independent judgment

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/24/2025