

<p style="text-align: center;"><b>THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA</b> <b>BILINGUAL/ESOL DEPARTMENT</b></p>
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### **ROLE OF ESOL CONTACT**

Each school is to designate an ESOL Contact. The duties and responsibilities of the ESOL Contact are ultimately up to the school-based administrator; however, in order to effectively monitor the ESOL Program and the academic achievement of English language learners (ELLs), the ESOL Contact should:

- complete ESOL: ELLevation and Curriculum training and other required professional learning related to the position such as IPT and ACCESS for ELLs;
- coordinate and/or administer initial placement and progress monitoring assessments;
- attend all ESOL Contact meetings and disseminate information and correspondence received from the Bilingual/ESOL Department regarding ESOL Program curriculum and compliance to appropriate personnel;
- coordinate and convene the ELL Committee as needed and send notification to invite parents and other appropriate personnel;
- complete, maintain, and update the English Language Learner Plan (ELL) with all appropriate supporting documentation, and collaborate with designated staff to complete and document the programmatic assessment and academic placement information in each ELL Folder;
- collaborate with the Information Management Specialist/Technician (IMS/IMT) to ensure correlation between ELL Plan, TERMS, and ELLevation.
- follow federal, state and School Board policies and regulations regarding ELLs and the ESOL Program.

*This is not an all-inclusive list, but it provides an overview of the ESOL Contact's duties and responsibilities.*