

# ESL Roles and Responsibilities

## ESL Director -

- Oversees the ESL program
- Ensures the needs of teachers and students are met
- Collaborates closely with Kevin Stradley on program planning

## Assistant Director -

- Manages inventory for snacks and teacher supplies
- Coordinates with Kelli Reeves regarding items needed
- Oversees student class level assignments based on the students' abilities

## Teacher -

- Facilitates ESL class time
- Records attendance in The Bridge
- Assists in communications with students in their class

## Assistant Teacher -

- Supports Teachers in the responsibilities listed above as the Teacher instructs
- Helps to facilitate Table Talk time

## Interviewers -

- Conduct placement interviews for newcomers
- Report the results of each student's placement interview to the Assistant Director

## Greeters -

- Welcome and greet arriving students and teachers
- Establish relationships with all ESL attendees
- Set up and then later remove ESL signs

## Student Mentors -

- Mentor and disciple students in grades 1-5
- Assist with homework assignments if needed

