

English as a Second Language (ESL) Consultants Grant Contract Description

The division of federal programs and oversight is currently seeking to competitively award grant contracts to ESL Consultants for each of the three grand regions across Tennessee. The ESL Consultant role provides targeted support and mentoring to Title III and ESL directors across each individual region, ensuring that English Learners are adequately served in LEAs across the state. ESL Consultants play an integral role in supporting the Tennessee Department of Education's (department's) efforts to improve access to academics and resources for English learners statewide by providing crucial direct assistance to LEAs on a regional level, adding necessary support related to ESL instruction and program implementation across schools and LEAs.

Role and Responsibilities

- Facilitate up to 3 virtual meetings per year with professional learning communities on ESL topics for LEAs within the region in the fall, winter, and spring.
- Re-deliver state-developed ESL/Title III trainings as requested by the department.
- Review monitoring submissions from LEAs regarding Title III compliance and draft, edit, and proof monitoring results as assigned.
- Review ESL sections of district plans as assigned in InformTN.
- Provide technical assistance related to ESL and Title III programming as directed by the department
- Each month submit to the department a monthly report and invoice (on the state-developed template) outlining progress made on deliverables.

Qualifications

- Minimum of one year serving as a Title III director (required) in a Tennessee LEA (preferred)
- Experience with ESL programming (required)
- Demonstrated ability to administer an ESL program with effective results for students (required)
- Applicant cannot currently be employed by a Tennessee LEA or any other group with a conflict of interest (required)
- Experience and comfort providing and receiving direct, in-the-moment feedback, both written and verbal, that leads to immediate improvement
- Experience in facilitating effective trainings for adult learners
- Exceptional skills in time management
- Strong organizational and communication skills
- A positive outlook, flexibility, and ability to problem-solve in complex situations
- Evidence of working successfully in teams or cooperative settings
- Experience with hosting virtual meetings and working remotely (For example, using Zoom, WebEx, Microsoft Teams, or a similar platform.)

Compensation

ESL Consultant grant contracts will be 12 months long with the possibility of extension, and grantees can expect to earn up to \$20,000 at a pay rate of \$33/hour for completing specified deliverables. ESL consultants will also be compensated for approved travel expenses only if travel is necessary and requested by the department.

How to Apply

To apply, please submit the items below to Jan.Lanier@tn.gov by July 31, 2020

- Cover letter addressing qualifications detailed above and highlighting successes as Title III director
- Current resume
- 5–10 slide PowerPoint presentation on ESL best practices and/or successful implementation of ESL-related processes

Competitive applicants meeting mandatory requirements, as demonstrated by their application materials, will be contacted for a phone interview. Competitive first round interview applicants, as evaluated by the attached rubric, will

be invited for a second round interview where applicants will be invited to present their PowerPoint presentations as a skills test. Second round interviews will be scored on the rubric, with high scoring applicants being selected. The State has sole discretion to determine the responsiveness of applications to the requirements.

CATEGORY	ITEM	1 Point	2 Points	3 Points	SCORE
APPLICATION	Minimum 1 year serving as Title III Director	REQUIRED			N/A
	Experience with ESL programming	REQUIRED			N/A
	Demonstrated ability to administer an ESL program with effective results for students	REQUIRED			N/A
	Communication and Organization Skills (All items are included and well-written)	REQUIRED			N/A
INTERVIEW 1: VIDEO Interview	Strong organization and communication skills	Cannot communicate motivations for interest in position or work and understanding of the role	Can communicate some motivations and interest in position and describes some functions of the role	Clearly communicates motivations and interest in position and demonstrates strong understanding of role and ideas for improvement	
	Experience facilitating effective training experiences for adult learners	No experience facilitating training experiences for adult learners	Limited experience facilitating or co-facilitating experiences for adult learners with some effective results	Extensive experience facilitating training experiences for adult learners that demonstrate effective results	
	Experience with Monitoring and Compliance in Title III and ESL	No experience with Monitoring and Compliance in Title III and ESL	Limited experience with Monitoring and Compliance in Title III and ESL	Extensive experience with Monitoring and Compliance in Title III and ESL	
	Evidence of working successfully in teams or cooperative settings	Very little experience working in cooperative settings within district and no experience working in cooperative settings regionally or statewide	Some experience working in cooperative settings within district and very little experience working in cooperative settings regionally or statewide	Extensive experience working in cooperative settings within district, region, and state	
	Demonstrate ability to work in a team. A positive outlook, flexibility, and ability to problem-solve in complex situations	Responses indicate an unfavorable attitude towards teamwork and/or problem-solving	Responses are mostly positive, and solutions oriented	Responses clearly demonstrate an ability to work with a team, and approach complex situations with an attitude towards problem-solving	
	Ability to receive and implement feedback	Responses indicate that applicant has a poor attitude towards receiving and implementing feedback.	Responses indicate that applicant has a good attitude towards receiving and implementing feedback. Example of implementing feedback given	Responses indicate an excellent attitude towards receiving and implementing feedback. Example given of seeking and implementing feedback quickly and effectively	
	Experience with hosting virtual meetings and working remotely	No experience with hosting virtual meetings and working remotely	Limited experience with hosting virtual meetings and working remotely	Extensive experience with hosting virtual meetings and working remotely	
Interview 2: Video and Presentation	Technologically capable	Does not demonstrate the ability to effectively present training virtually; Applicant did not manage technological problems well	Demonstrates the ability to effectively present training virtually. Applicant managed any technological problems or troubleshooting in a satisfactory manner	Demonstrates ability to present a virtual training exceptionally well, Applicant managed any troubleshooting quickly	
	Effective presentation skills	Presentation skills are poor or unengaging	Satisfactory presentation skills; communication is clear	Engaging, confident, and clear in their communication when presenting	

Max Score = 27

Applicant Name: _____

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Commented [KS1]: NOTE: This document has been combined with the Job Posting Document

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