

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ESOL PROGRAM ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent with business / clerical training.
- (2) Type forty (40) words per minute.
- (3) Computer proficiency.
- (4) Minimum of two (2) years related progressively responsible experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software. Good oral and written communication skills. Ability to work effectively with staff and the public. Ability to take constructive criticism. Tolerance for stress. High energy. Ability to organize and manage time.

REPORTS TO:

ESOL Program Coordinator

<p>JOB GOAL</p> <p>To assist in the coordination of the District ESOL Program in order to meet the educational needs of LEP students.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

ESOL PROGRAM ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Interview students and document pertinent personal data and educational background.
- * (2) Administer appropriate tests to students.
- * (3) Notify classroom teachers of students' test results and LEP status.
- * (4) Maintain ESOL Program / LEP Student Plan files.
- * (5) Coordinate translation / interpretation of services.
- * (6) Maintain a record of teachers in ESOL inservice training.
- * (7) Type documents, letters, reports, and memoranda.
- * (8) Duplicate materials.
- * (9) Distribute appropriate materials to the schools.
- * (10) Pick up and distribute office mail.
- * (11) Inventory and order office supplies.

Employee Qualities / Responsibilities

- * (12) Maintain confidentiality in daily work.
- * (13) Present a positive attitude at work with students, parents, and staff.
- * (14) Be in daily attendance, be punctual, and work consistently and effectively.
- * (15) Report student data accurately.
- * (16) Be a LEP student advocate.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Be knowledgeable of current legislative and DOE mandates / memoranda.

System Support

- * (19) Review LEP student records and communicate with appropriate school personnel about the records when necessary.
- * (20) Monitor LEP student database entries including attendance and discipline records.
- * (21) Serve as liaison between the LEP students' families and the schools.
- * (22) Coordinate student services with the PAEC Migrant Program.
- * (23) Prepare all required reports and maintain all appropriate records.
- * (24) Demonstrate support for the School District and its goals and priorities.
- * (25) Perform other duties as assigned.

*Essential Performance Responsibilities