



## Job Description

**Job Title:** School & Family Engagement (SAFE) Coach K-12(PT)

**Position Code:** Grant funded position (Title III)

**Job Classification:** Exempt

**Supervisor:** ESL Instructional Supervisor

**Pay Grade:** 32

**Contract Length:** 202 days

### Job Summary

In collaboration with the ESL Instructional supervisor, this position exists to function as part of the network of assistance for students and families of English Language Learners in Newport News Public Schools. Coordinates communication and activities at ESL sites among the teachers, parents, community, and school administrators.

### Essential Duties

1. Serves as liaison between student, school, home, community and ESL Welcome Center.
2. Works with professional personnel, students, and parents to help students be successful in school by making available information in various languages to increase the understanding of specific elements that may be attributed to emotional, physical, academic, and economic areas specific to the ESL and Immigrant and Youth population.
3. Interprets NCLB requirements, focusing primarily on Title III, related to parental involvement: communicating in a clear, common language, translating documents and information, connecting with community agencies and schools, and provide information on adult ESL programs that can contribute resources to assist families in need.
4. Keeps abreast of all federal and state LEP guidelines.
5. Plans and provides activities related to parent involvement that would enhance school climates.
6. Cooperates with administrators and school personnel in implementing parent involvement programs according to state and federal guidelines.
7. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance.
8. Communicate with schools and families on a regular basis.
9. Make home visits as needed and works with parents regarding ways in which they can help their children achieve challenging state standards.
10. Model nondiscriminatory practices in all activities.
11. Assist in ESL program presentations, professional development sessions, state assessments, and trainings as needed.
12. Assist in maintaining the ESL Welcome Center records and database as needed.
13. Support all NNPS schools and the ESL department with ELL's as needed.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the ESL Instructional Supervisor or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in counseling, social work, psychology, education or related field and some experience providing services to school aged children and their families, or any combination of education and experience that would provide the requisite knowledge, skills and ability. Must possess a valid Virginia Driver's

license with willingness to travel. Knowledge and understanding of state and federal guidelines for LEP and Immigration students is preferred. Must be computer literate and proficient in use of Microsoft Office Software. Requires the ability to express or exchange ideas by means of spoken and written word. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based organizations. Must possess the ability to read and prepare correspondence using prescribed formats and confirming the rules of punctuation, grammar and style (may be in multiple languages). Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Bilingual speaker, or speaker of multiple languages preferred.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit or stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without visual aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, climb stairs, and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in an office/school/ classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** ESL Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The ESL S.A.F.E Coach will be required to follow any other instructions and to perform any other related duties assigned by the ESL Instructional Supervisor or appropriate administer that align with Federal Title III guidelines. Newport News Public Schools reserves the right to update, revise, or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 11/19 CR