Job Description

Job Title: ESL SAFE Coach (Grant Funded)  
Supervisor: ESL Instructional Supervisor  
Pay Grade: 32  
Job Classification: Exempt  
Contract Length: 245 Days

Job Summary

Position exists to function as part of the network of assistance for Limited English Proficient and Refugee students and families in Newport News Public Schools. Coordinates communication and activities at PreK-12 ESL sites among the teachers, parents, community and school administrators.

Essential Duties

1. Serves as a 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 Refugee 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 provides 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. Communicates with schools and families on a regular basis.
9. Makes home visits as needed and works with parents regarding ways in which they can help their children achieve challenging state standards.
10. Assists in ESL program presentations, professional development sessions, state assessments, and trainings as needed.
11. Assists in managing the ESL Welcome Center records and databases.
12. Supports all NNPS schools and the ESL department with ELL’s as needed.
13. Models nondiscriminatory practices in all activities.

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)

Bachelor’s degree in counseling, social work, psychology, education or related field and some experience providing services to school aged children and/or 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 the willingness to travel. Knowledge and understanding of the parental involvement component of the “No Child Left Behind” Act and state and federal guidelines for LEP and Immigrant and Youth students is preferred. Must be computer literate and...
proficient in the use of Microsoft Office Software. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment; requires the ability express or exchange ideas by means of spoken and written word. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, teachers, administrators, and community-based organizations. Must possess the ability to read and prepare correspondence, reports, forms, etc., 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 and 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 vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and to 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 the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. 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 employee will be required to follow any other instructions and to perform any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**


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


Employee Name (Print)   Signature   Date