

Job Description

Job Title: ESL Family Engagement Specialist (Secondary)

Position Code:

Job Classification: Exempt

Supervisor: ESL Instructional Supervisor

Pay Grade: 32

Contract Length: 245 Days

Job Summary

Position exists to function as part of the network of assistance for secondary students and families that speak a language other than English in Newport News Public Schools. Coordinates communication and activities at 6-12 ESL sites among the teachers, parents, community, and school administrators. Serves as a liaison between the ESL Welcome Center and the secondary school sites.

Essential Duties

1. Serves as a liaison between student, home, school, and community resources such as family resource agencies.
2. Works with professional personnel, students, and parents to help students be successful in school by making information available 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. Keeps abreast of all federal and state ESL guidelines.
4. Plans and provides activities related to parent involvement that would enhance school climates
5. Cooperates with administrators and school personnel in implementing parent involvement programs according to state and federal guidelines
6. Meets with students and families upon enrollment to determine educational goals and needed family and school supports.
7. Supports designated EL secondary sites in tracking EL attendance and drop-out rates. Provides community resources to support students and families in collaboration with the school, teacher, home, school, and Welcome Center
8. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance.
9. Supports school home communication on a regular basis.
10. Makes home visits as needed and works with parents regarding ways in which they can help their children achieve challenging state standards.
11. Assists in ESL program presentations, professional development sessions, state assessments, and trainings as needed.
12. Coordinates tutor, mentors, and/or volunteers to support secondary students to reinforce academic and language skills.
13. Models nondiscriminatory practices in all activities.

(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 be fluent in English and Spanish. Should have a 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 and cultural awareness. 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 duties of this job are conducted in a school, in students’ homes, and other locations. The employee must have the ability to coordinate hands and eyes rapidly and accurately operate office equipment, including desktop and/or laptop computers. While performing the duties of this job, the employee is regularly required to drive, sit, and talk or hear. 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date