

**Enterprise Elementary School District
Job Description**

Job Title: English Language Family Service Coordinator
(Classified Position)
Department: Instructional Services
Reports To: Assistant Superintendent of Curriculum and Instruction
Range: E
Prepared By: Human Resources
Revised Date: April 16, 2015
Approved By: Board of Education
Approved Date: May 27, 2015

DEFINITION - Under the supervision of the Assistant Superintendent of Curriculum and Instruction or his or her designee, provides and/or coordinates assistance to the District's English Learners and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Interpret for families during activities such as, but not limited to, registration, conferences, ELAC/DLAC meetings and discipline discussions
- Flexible hours in order to allow attendance at meetings, trainings, etc.
- Assist with the development and provision of parent education classes
- Serve as lead and delegate duties to bilingual aides serving the District's EL population
- Provide training for aides serving English Language Learners
- Translate into family's primary language, documents commonly used in the district
- Provide assistance to individuals or small groups of students on specific classroom assignments utilizing a variety of techniques
- Keep appropriate school records and work cooperatively with staff members and principals
- Keep accurate records and data for program evaluation
- Use the home language of student/family will function as a liaison between the school and the students' families
- Take direction in a competent manner, file reports
- Promote prevention and early intervention activities
- Serve as a representative of school and community organizations
- Perform other duties which relate the position

QUALIFICATIONS- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - A high school diploma or general education degree (GED). Two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test, is required. Applicable experience, education, or training related to either working with both adults and children with limited English proficiency or working with groups of children in a small group setting.

LANGUAGE SKILLS - Ability to read and comprehend simple instructions, short correspondence, and memos in both English and position-designated language; knowledge of computer technology; ability to perform simple clerical work and maintain harmonious working relationships with teachers, other employees, students, and parents.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS - AA degree or 48 college units; or certificate of passage of state authorized proficiency examination

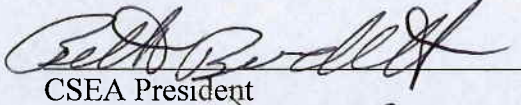
OTHER SKILLS AND ABILITIES - Required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes. Also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

PHYSICAL DEMANDS- 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

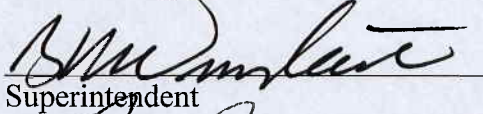
While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally sitting; frequently required to stand; walk; use hands and fingers to touch, handle, or feel objects, tools, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

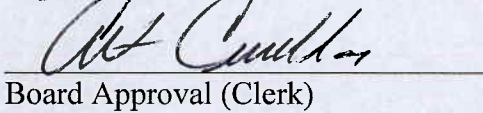
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.


CSEA President

5-4-15
Date


Superintendent

5/27/15
Date


Board Approval (Clerk)

5/27/15
Date

