



### **English Learner Support Specialist**

#### **Definition**

Under supervision of a District administrator or designee, the English Learner (EL) Support Specialist, supports students in the District English Learner Program; assists multiple sites, families, and the community; facilitates home and community understanding of school and District programs and objectives; and secures parent involvement in school and district activities.

#### **Essential Duties and Responsibilities**

- Support the District English Learner Program students at multiple sites;
- Communicate with parents, school staff, and students;
- Manage and organize EL records;
- Support sites with EL testing;
- Manage and disseminate information to sites and community;
- Monitor progress of District EL and reclassified students and communicates areas of concern to site personnel;
- Provide small group and/or individual academic support to EL students;
- Travel between multiple sites;
- Interpret and translate oral and written communications in English and the designated language as needed to support students, staff, and parents;
- Communicate regularly with District and site staff to reflect upon and improve services;
- Coordinate with various site personnel to schedule meetings, trainings, and times to maintain records;
- Help facilitate site or District meetings designed to support staff, parents, and/or families.
- Communicate with site employees to improve the level of effectiveness;
- Input data concerning English Learners into the District data management system;
- Coordinate and administer EL assessments.
- Maintain physical and digital records related to EL students and program activities;
- Perform related tasks as required.

### Required Qualifications

- CPR and First Aid certifications maintained current at all times;
- The equivalent of graduation from high school and completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education, or attainment of an Associate of Arts degree or higher;
- Bilingual, biliterate in a designated language.

### Knowledge of:

- The requirements regarding English Learners in California public schools;
- School systems such as cumulative records;
- How to assist in the organization and facilitation of meetings with parents and site staff;
- The cultural value system of language minority students;
- Foreign language usage, including correct punctuation, spelling, and grammar.

### Ability to:

- Work effectively and cooperatively with site personnel, students, parents, and community members;
- Work independently without direct supervision;
- Communicate effectively and fluently both orally and in writing in two or more languages;
- Inform and reassure parents and encourage them to participate in school activities;
- Understand and implement oral and written directions;
- Observe health and safety regulations;
- Demonstrate understanding, patience, warmth, and have a receptive attitude toward children of all ages and cultures;
- Travel frequently between school sites and the district office as needed;
- Operate a computer;
- Organize student information and keep information confidential.

### Desirable Qualification

- Additional experience working in an English Language Learner program;
- Two years of experience working in a classroom, school, community service or other related learning environment.

This position will be paid on appropriate step of the Classified salary schedule:

- Range 136
- 10 months