



## Fremont Union High School District

### Position: English Language (EL) Learner Program Assistant

<b>Department/Site:</b>	School Site	<b>Range:</b>	108
<b>Reports to/ Evaluated by:</b>	Assistant Principal	<b>Work Year:</b>	225
		<b>Months:</b>	11

#### Summary of Basic Functions & Responsibilities

Working under the direction of an Assistant Principal and the District English Learner Program Specialist, the English Learner (EL) Program Assistant will help to implement the District English Learner Master Plan by helping to maintain student records; administering annual assessments; communicating with families and monitoring student progress; providing student support; and facilitating communications between families of English Learners. Understands and works effectively with people from different cultures.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Systematically maintain and update student records (*EL Student Profile Folders*) with all necessary documents
- Obtain available prior student transcripts, CELDT scores and records
- Assist EL Coordinator with the re-designation process between May 1 and September 30 and follow up w/ necessary paperwork and documentations
- Generate student transcripts and other reports when necessary
- Work with District for annual CELDT testing coordination
- Work with district CELDT team to administer annual CELDT testing
- Test initial students and provide Coordinator placement and scheduling recommendations
- New student intake procedures: greet family, work w/ Coordinator to test student, notify parents, fill out required forms, set up *EL Student Profile Folders*, etc.
- Build home-school relationship
- Communicate with parents to discuss students' academic progress
- Family Outreach/School community facilitator: Research and recommend community resources for families
- Contact/call parents for ELAC/DELAC and other District events as necessary
- Call parents for Back to School night, other school events
- Translate/interpret for ELAC/DELAC and other District events as necessary
- Develop and maintain individual student academic profiles based on classroom observations, student/teacher conversations, CELDT, etc.
- Participate in Student Progress Review Team (SPoRT, aka Lang Assessment Team)
- Review transcripts and grades of students to compile student academic profile for SPoRT discussions
- Ongoing and regular meetings w/ teachers and coordinators regarding students and support needs
- Work w/ coordinator on Referral for support services
- Monitor RFEP students for 24 months from date of re-designation and find support interventions as appropriate
- Work with District EL Program Specialist and site Guidance staff to make initial placement recommendations for exceptions to normal student placement procedures

- Help organize student recognition events
- Provide classroom instructional support as time permits

## Qualifications

### Knowledge and Skills:

- Record keeping techniques
- Skills used to maintain positive relationships with students and adults
- Interpersonal skills using tact, patience and courtesy
- English language acquisition and development
- The FUHSD English Learner Master Plan
- Be aware of and sensitive to needs of a diverse population
- Read, write and speak targeted language
- Communicate effectively in English
- Accurately translate documents and conferences into the targeted language
- Relate to high school students and families from diverse backgrounds
- Maintain accurate records
- Interpret, apply and explain rules, regulations, policies and procedures
- Perform tasks with patience, tact and good judgment within established guidelines
- Establish and maintain cooperative working relationships with others.

### Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

### Education:

- High school diploma or its equivalent supplemented by two years of college level course work. Experience with immigrant English Learner populations. Must pass an oral and written examination in the targeted language. If selected for the position, candidates will be given training in how to administer the California English Language Development Test.

### Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

### Working Conditions:

- Work is performed in an office environment subject to constant interruptions.