

**Support Associate V-- English Language Learners  
New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Instruction**

**TITLE:** Support Associate V- English Language Learners [EL]

- QUALIFICATIONS:**
1. High school diploma. Associate's degree preferred.
  2. Experience in an office environment with strong computer and communication skills both in English and Spanish.
  3. Other qualifications as the superintendent and board may find appropriate and acceptable.

**REPORTS TO:** Director of Secondary Education and EL Lead Teacher

**JOB GOAL:** Assist with a variety of support services to ensure the efficient and effective functioning of the Title III EL Program.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to English Language Learners.
2. Maintain strict confidentiality for all EL and student matters.
3. Assist the EL Lead with Title III requisitions, purchase orders and check requests. Maintain record of Title III inventory.
4. Receive, and file Home Language Surveys from all NHC schools.
5. Enter English Language Placement Test scores in Student Information System and in EL database.
6. Maintain EL database and LIEP service Charts, by pulling reports and performing data comparisons on a weekly basis.
7. Maintain ELs roster updated: WIDA Screener, W-apt, K-W-apt and EL Database.
8. Perform various clerical duties as needed and/or requested by EL Lead Teacher.

9. Assist EL Lead Teacher with EL teacher assignments by compiling ELs rosters for all schools in NHCS.
10. Act as NCDPI point-of-contact for Record Change Requests.
11. Complete Title III EL Headcount and Immigrant Headcount.
12. Assist with planning EL Summer School for newcomers.
13. Perform other duties and responsibilities as requested by the Director of Secondary Education and by the EL Lead Teacher.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, employees, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Demonstrate operating knowledge and experience with computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work with a high degree of accuracy; strong organizational skills.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Fluent bilingual in English and Spanish.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.