

PLEASANTON UNIFIED SCHOOL DISTRICT

Job Description

Title:	Youth Development Specialist - Newcomer Programs	Reports to:	Program Administrator/Supervisor
Job Category:	Assessment/Accountability	Classification Unit:	Classified
Board Approved:	1/13/2022	Current Salary Grade:	30
Job Description Revised:	N/A	FLSA STATUS:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of duties in support of District Newcomer Students (*Newcomer Students Definition: Immigrant students who have been in U.S. schools for three years or less (Title III). Informal definition: Newly arrived, newly enrolled, immigrants - usually less than one year, their parents/guardians and families; provide assistance and guidance for newcomer students, assisting them to acclimate to their new school and surroundings in preparation for a successful academic and social emotional experience; and provide information to school sites and families of newcomers on services available for eligible students; and convey information regarding school and District activities and procedures.*

ESSENTIAL FUNCTIONS:

- Serve as a liaison to Newcomer students to facilitate intake process upon arrival, provide information for appropriate placement of student, and help create systems to monitor progress and provide wrap around services
- Assess newcomer students upon arrival to ascertain prior education, physical and mental health, language and literacy skills in English and in home language - and use this information to inform placement (*beyond ELPAC*)
- Provide Tiered Supports and Interventions including cultural orientation and social emotional to adjust to shift in cultural norms and customs
- Work with counselors to understand the different typologies of newcomer English Learners and Students with Limited or Interrupted Formal Education (SLIFE) needs, and approach placement accordingly
- Hold Newcomer Orientations
- Provide assistance to school personnel to ensure a safe, welcoming environment
- Assist with tracking multiple measures of newcomers' educational progress
- Utilizes data on numbers of newcomers, their languages, and origins, and education level, including Students with Limited or Interrupted Formal Education (SLIFE) - for program planning and supports
- Work with District Parent Liaisons and school sites to build resource and referral mechanisms to connect families to health, housing, and other supports
- Communicate with parents/guardians, administrators, staff, and outside agencies to exchange information and resolve issues or concerns
- Plan support groups and activities to address family reunification issues.
- Work on postsecondary options for high school newcomers (e.g., connect with community colleges and trade schools, explore scholarship options, provide career education)

- Create strategic community partnerships for students to expand extracurricular options and explore college and career opportunities
- Collect student data and conduct regular program evaluations

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Newcomer student typologies, needs, and implications for school participation and success
- Program options and support services for newcomer student integration
- Diversity of English Learner profiles
- Factors that affect newcomers' participation and achievement in school
- Purpose, goals, and objectives of public education in relation to multilingual and multicultural programs.
- Local, state, and federal guidelines established to support English Learners
- Correct oral and written usage of English

Ability to:

- Provide liaison services to the newcomer students and their families
- Maintain records and prepare reports related to assigned activities
- Effectively conduct need assessments for newcomer students
- Adapt and implement programs and activities designed to enhance newcomer educational opportunities
- Establish and maintain cooperative educational and community relationships to support wrap around services
- Relate effectively with diverse staff, students, and community
- Schedule activities, meetings, and/or events
- Understand and carry out oral and written directions
- Operate a variety of job-related equipment including a copier, computer and assigned software
- Read, write, translate and interpret English and a designated second language
- Organize and prioritize work to meet deadlines, timelines and schedules
- Perform basic math, including calculations using fractions, percentages, and/or ratios

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience within a specialized field.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license

DESIRABLE QUALIFICATIONS:

- Coursework or training related to the job is preferred
- The ability to speak a second language is preferred

WORKING CONDITIONS:

Environment: Indoor/office environment.

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.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position

Hazards:

- NA

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.