

Support Associate V—Multilingual Education
New Hanover County Schools

Job Description

Class: Classified
Division: Instruction and Academic Accountability
Dept: Curriculum and Instruction

TITLE: Support Associate V-- Multilingual Education [ML]

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Supervisor of Multilingual Education

JOB GOAL: Assist with a variety of support services to ensure the efficient and effective functioning of the Title III ML 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 Multilingual Education.
2. Maintain strict confidentiality for all ML matters.
3. Assist the ML Supervisor with Title III requisitions, purchase orders and check requests. Maintain record of Title III inventory.
4. Receive, and process Home Language Surveys from all NHC schools.
5. Maintain ML databases by pulling reports and performing data compares on a weekly basis.
6. Perform various clerical duties as needed and/or requested by ML Supervisor.
7. Assist ML Supervisor with ML teacher assignments by compiling ML rosters for all schools in NHCS.
8. Act as NCDPI point-of-contact for Record Change Requests.
9. Complete Title III ML Headcount and Immigrant Headcount.
10. Assist with planning ML Summer School for newcomers.
11. Perform other duties and responsibilities as requested by the Supervisor of Multilingual Education and the Director of Curriculum & Instruction.

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 and Google Suite.
- 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.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.