



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ENGLISH LEARNER SPECIALIST  
**REPORTS TO:** School Principal/Director of Adult School **SITE:** All Schools  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** School Days Only  
**SALARY:** Range 142 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under the direction of assigned assistant principal of instruction, the English Learner Specialist position provides specialized outreach services to English Learners and their families. They act as liaison between students, families, faculty and schools. This position fosters student achievement by providing the resources needed to increase student motivation and academic success. The ELD Specialist is responsible for the State and Federally mandated reporting, identification, classification, placement, monitoring and reclassification of English Learners. This position coordinates ELD placement, testing, parent meetings and supports EL students. Perform other related duties as assigned.

#### **JOB SUMMARY FOR ADULT SCHOOL:**

Under the direction of the Director of Adult School, the incumbent will work with a diverse population of adults including new immigrants and their families, and provide assistance with intake of new students. The incumbent will access and place student using various methods as directed. The employees in this position will be a resource to student and families. The incumbent will input and keep current student information, and will process files and keep files current. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Schedule and administer ELD testing for new students, when not completed by the District.
2. Maintain accurate student records in Aeires, and ensure compliance with CalPADS; and validate accuracy and resolve inconsistencies.
3. Provide outreach and communicate student status to parents.
4. Coordinate English Learner assessment.
5. Request and review English Learner assessment testing results current and previous school.
6. Review transcripts and prepare documents for reclassification process of students English Learner.
7. Coordinate with counselors and faculty regarding ELD student placement, progress and intervention.
8. Monitor students' grades to identify, counsel and refer academically at-risk English Learner students.
9. Create and generate complex queries to report statistics.
10. Analyze, identify and create reports with Elevation.
11. Coordinate students' assessment through Scholastic, Reading and Inventory (SRI).

#### **ESSENTIAL FUNCTIONS FOR ADULT SCHOOL:**

1. Intake and assess placement of students.
2. Input into Student Informational database (Adult School Attendance Program).
3. Provide resources information to students and families.
4. Keep student files current.
5. Distribute resource materials.
6. Telephone students as it relates to attendance and program requirements.
7. Process certificates and letters as required.
8. Issue parking permits as required.

#### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA Degree or higher.
  - Speak another language is preferred.
- For Adult School:**
- Must be able to speak another language, Spanish is preferred.
  - Demonstrated experience working with a diverse adult population.

**KNOWLEDGE OF:**

- Understand and interpret complex Federal and State regulation rules and guidelines.
- Analyze problems, organize data and take appropriate action.
- Knowledge of word-processing programs, including but not limited to all Microsoft Office products; spreadsheets and databases.
- Excellent verbal and written skills.
- Office methods and procedures and the use of standard office equipment.

**EXPERIENCED WITH:**

- Work effectively with students and their families from various socioeconomic, ethnic and linguistic backgrounds.
- Prioritize and coordinate workflow for self and others.
- Establish and maintain a variety of record keeping, reference and data collection systems.
- Multi-task in a busy environment.
- Carry out oral and written directions.
- Work well with teachers, staff and administration.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.