

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: August 12, 2013

AGENDA ITEM No. 13-08-10

ACTION ITEM: (Y/N) Y

SUBJECT: Reorganization of English as a Second Language (ESL) Staff

INFO. CONTACT: Dr. Denise Morton, Dr. Lisa Napp PHONE: 919-732-8126

**ATTACHMENTS:**

1. Revised ESL Family Outreach and Enrollment Center Specialist Job Description (Draft)
2. Curriculum and Instruction Organizational Chart

---

**PURPOSE:** The purpose of this agenda item is to present the Superintendent's recommendation for realignment and transfer of staff within the ESL program.

**BACKGROUND:** The Superintendent recommends a revision of the job duties and responsibilities of the ESL Data Manager position (that is currently vacant) to include additional responsibilities related to the ESL program. Additionally, the position will be renamed as the ESL Family Outreach and Enrollment Center Specialist and be reclassified as a certified position. This position will report to the Director of Elementary Education. Supporting documentation is provided in the attached job description.

**FINANCIAL IMPACT:** The salary and benefits of the ESL Data Manager totaled: \$50,423.08 and the anticipated salary and benefits for the ESL Family Outreach and Enrollment Center Specialist will be \$51,932.55. The increase in pay and benefits equals \$1,509.47. The ESL Data Manager was paid from PRC 69 state at-risk funds and the upgraded certified position of ESL Family Outreach and Enrollment Center Specialist will be paid from the same funding source. Funding is available in the at-risk funding code to cover the increase.

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the proposed realignment, transfer, and salary increase for the ESL Family Outreach and Enrollment Center Specialist position.



**Orange County Schools**  
**Hillsborough, NC**

<b>Title:</b>	ESL Family Outreach and Enrollment Center Specialist
<b>Reports To:</b>	Director of Elementary Instruction
<b>Terms of Employment:</b>	10 months
<b>Salary:</b>	State salary scale plus local supplement
<b>FLSA Status:</b>	Exempt

**Job Goal:**

Orange County Schools is seeking a certified person with experience in the field of education, preferably ESL or bilingual education, to assist parents and guardians or our non-English speaking students as they navigate all aspects of the K-12 education process. This position will require a personable and knowledgeable applicant with first-hand experience in American public schools. The applicant must be aware of the challenges English Language Learners (ELLs) may encounter during the school enrollment process, the importance of smooth transitions from building level to building level, and have the expertise to advise families of ELLs from the school enrollment process through high school graduation. Understanding the role an ESL Family Outreach and Enrollment Center Specialist performs to ensure that all students graduate from High School, College and Career Ready is critical.

**Qualifications:**

- Licensed in the area(s) of ESL and K-6 classroom teacher
- Bilingual

**Supervises:**

NA

**Essential Job Functions:**

- Assist district data managers and front office personnel in K-12 school buildings during the enrollment process with Home Language Surveys (HLS)
- Interview families to clarify information on the HLS as necessary
- Forward all HLS's to the ESL Differentiation Coach
- Administer the W-APT as necessary
- Translate district documents and interpreting for select conferences and district meetings
- Collaborate with a district team to organize bi-monthly Hispanic Parent Nights
- Collaborate with the community organizations to bring a wider network of resources to the families of Orange County Schools ESL students
- Collaborate with school counselors, social workers, teachers, ESL specialists, the ESL Differentiation Coach and ESL families to create instructional action plans for students as needed
- Work with the ESL Differentiation Coach to maintain and verify the W-APT, LEP and immigrant CFDC
- Request monthly 'Enroll/Withdraw' reports from the district data manager in an effort to maintain the LEP CFDC
- Assisting in the administration of the annual ACCESS test

**Additional Duties and Responsibilities:**

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to the \_\_\_\_\_ job classification within Orange County Schools.

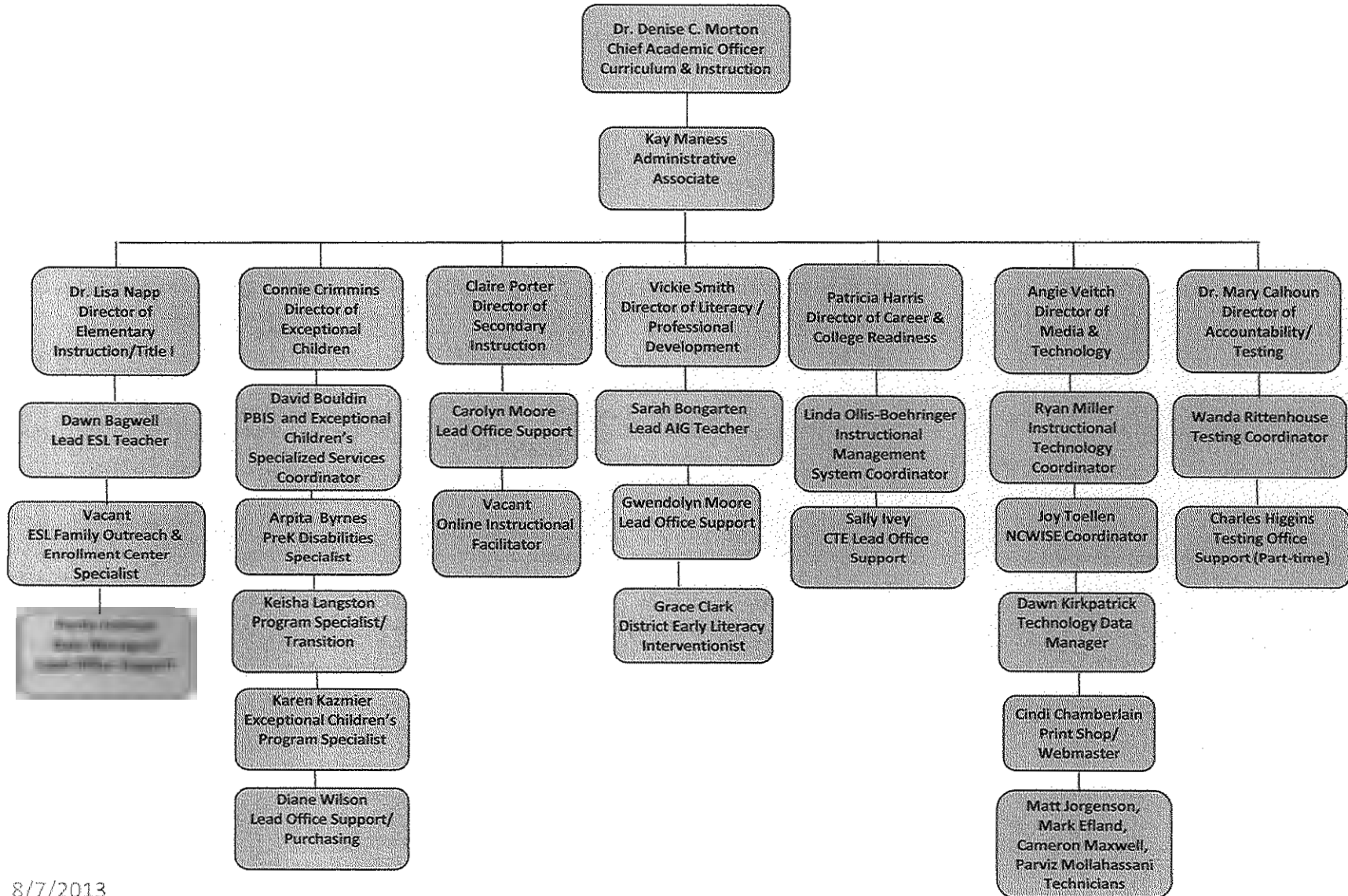
Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently to constantly to move objects.

Must be able to:

- Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- Understand and conform to all rules of punctuation, grammar, diction and style
- Speak to individuals or groups of people with poise, voice control and confidence
- Respond adequately to inquiries or complaints
- Write using standard convention in all languages required by the job
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- Use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- Deal with people beyond giving and receiving instructions
- Perform under stress, deal with person acting under stress and adapt when confronted with emergency situations
- Be sensitive to cultural differences among individuals and groups of persons
- Operate a motor vehicle
- Operate/use a variety of automated office machines and other office equipment
- Operate/use a variety of audiovisual/electronic machines and devices
- Operate/use a variety of communication machines/equipment/devices
- Operate/use a variety of job specific machines/equipment

# CURRICULUM & INSTRUCTION ORGANIZATIONAL CHART

2013-2014



8/7/2013