Birmingham Community Charter High School
English Learner Liaison

Title: English Learner Liaison
FLSA Status: Non-Exempt
Reports to: Administrative Director
Supervises: N/A

DEFINITION:
Under the direction of an assigned Site Administrator or designee, assists certificated staff with the planning, organizing and implementing of instruction for students in English Learner classes; provides oral translations to students, including supplementary instruction; identifies EL students facing challenges to graduation such as academic performance or attendance issues to provide interventions including contacting parents; plans and organizes parent workshops and teaches English as a second language to adult parents of EL students.

ESSENTIAL FUNCTIONS:
- Provide language assistance to English Learners (EL), including supplementary instruction for students
- Advise EL students about attendance, school expectations, graduation requirements, etc., to facilitate their successful transition into the BCCHS community
- Refer students internally to appropriate staff members for further assistance
- Tutor individual or small groups of students in need of additional assistance in the student's primary language
- Assist with EL testing activities including administering and scoring tests
- Assist certificated staff in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as needed
- Determine language level reclassification ; eligibility of students based on relevant criteria
- Communicate changes in classification to all concerned (e.g. parents, student's teachers, administrators for schedule changes, student for completing forms, documentation file updates, etc.)
- Input language proficiency reclassification data utilizing Aeries database; verify accuracy of data; generate reports as needed or requested
- Identify students that are failing, or have excessive attendance issues, and/or are falling short of graduation requirements
- Assist English learners with college application process including FAFSA, Dream Act, scholarship applications, etc.
- Plan and organize parent workshops for EL families, including collaboration with different departments to develop and prepare workshop content and material
- Meet with students to provide interventions and other assistance to make improvements to avert non-graduation
- Contacts parents as needed to gain their involvement
- Assist and generate ELPAC incentives, posters, reminders; notify parents, teachers, students of scores
- Plan and organize English Learners Advisory Committee (ELAC) meetings; prepare agenda, meeting minutes, notify families; maintain documentation of ELAC materials

- Observe and record student behavior, performance and progress; confers with teachers to determine lessons and materials to meet student learning needs; performs and provides assessments of student levels
- Assists teachers by translating and explaining lessons and assignments to students in their primary language
- Translate school and class documents and materials for parents and students
- Translate for parents and teachers during conferences and meetings
- Under teacher direction and guidance, prepare supplemental instructional materials targeted to students with limited English skills
- Perform clerical support functions in support of the classroom (e.g., call parents as requested; duplicate materials and documents; run classroom-related errands for the teacher as needed; prepare and sets up work areas, displays and bulletin boards; operate audiovisual equipment, etc.).
- Assist with English language proficiency testing of new students for enrollment and placement purposes
- Maintain the emergent multilingual students (EMS) section of the school webpage, with the support of the Instructional Technology Coordinator
- Attend all EL department professional development meetings as assigned
- Conduct assessment surveys; compile and tabulate results
- Perform related duties as assigned

KNOWLEDGE OF:

- Methods, practices and techniques of bilingual and bi-literate instruction
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading
- Community resources available to assist English learners
- Correct English usage, including spelling, grammar, punctuation and mathematical calculating; correct usage of a designated second language, including spelling, grammar, punctuation and mathematical calculation.
- Microsoft Office Suite: Access, Excel, Word, PPT
- Interpersonal skills using tact, patience and courtesy
- High school graduation requirements and college admission requirements, application procedures and financing strategies and options
- Oral and written communication skills in English and Spanish
- Classroom procedures and appropriate student conduct
- Interpersonal skills using tact, patience and courtesy effective with high school students

ABILITY TO:

- Assist with instruction and related activities in a classroom or assigned learning environment
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Provide effective supplemental instruction to students on English literacy and speaking skills in a bilingual and biliterate classroom environment
- Effectively provide support to students on English literacy and speaking skills in a bilingual and biliterate classroom environment
- Read, write, translate and interpret English and a designated second language
- Organize and maintain confidential student records and files
- Communicate clearly and effectively orally and in writing
- Understand and follow written and oral instructions

- Generate reports from student database (Aeries); create spreadsheets; compile and verify data
- Establish and maintain effective working relationships with staff, teachers, parents, students and others encountered in the course of work
- Learn a variety of computer programs and procedures for generating reports and updating information (e.g. Aeries student information system, etc.)
- Understand and read student transcripts
- Set and meet goals and objectives

EDUCATION:
Bachelors' degree in education, English as a second language, child psychology, or a closely related field.

EXPERIENCE:
At least one year of experience working in an educational environment with school-age children, preferably adolescents, with limited English language skills.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate standard office and classroom equipment, including computer keyboarding
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and observe students
- Sitting and standing for extended periods of time
- Bending at the waist, kneeling or crouching to assist students

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature Date