SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	**ABE/ESL Program Associate - Bilingual**
ADMINISTRATIVE RELATIONSHIP	Under the direction of the Adult School Director or designee.
CLASSIFICATION	Classified OT&P
REQUIREMENTS	**Experience**: One year of general clerical work. **Education**: High school diploma. **License**: Possession of a valid California driver's license or California ID.
SALARY SCHEDULE	**Classified Salary Range 13**
WORK YEAR/HOURS	12 months / 7.5 hours
LOCATION	**Sequoia Adult School**
BOARD APPROVAL	**May 7, 2025**

BASIC FUNCTION

Under the general supervision of the Adult School Director or designee, performs a wide range of paraprofessional and clerical duties supporting Adult Basic Education (ABE) and English as a Second Language (ESL) Adult School programs. Responsibilities include testing, registering, and assisting in placing students in appropriate classes; providing educational program guidance and support to students; offering information and assistance to the public regarding Adult School programs and continuing education options; maintaining records; and performing related tasks as assigned. This role requires bilingual/bicultural fluency, a high level of proficiency in digital/technology applications, and extensive public interaction.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Assists in administering and scoring standardized oral, written, reading, and listening tests; assists in placing and registering students in appropriate ABE/ESL classes.

- Assists students with educational program planning, including the selection of classes and routine program changes; refers non-routine matters to administration.
- Tracks student progress and monitors at-risk students
- Develops and maintains files containing a variety of records
- Interprets and translates for staff, students, and parents, both orally and in writing.
- Responds to inquiries and provides assistance to the public regarding Adult School programs.
- Orders, stores, and assists in issuing instructional materials and maintains inventory records.
- Plans, schedules, and performs complex clerical work, including compiling reports, managing records, and maintaining electronic filing systems.
- Plans and leads student online and in person registration and lottery, followed by assessment and placement of students on appropriate levels.
- Organizes student events, such as award ceremonies, and student cultural celebrations.
- Disseminates information about other ESL ongoing opportunities and encourages underrepresented students to enroll in courses.
- Operates standard office equipment, including computers,photocopiers, telecommunication systems and uses digital devices,
- Maintains calendars, schedules appointments, and produces in-house publications/flyers.
- Responds to emergency requests and situations in the absence of supervisor or as needed.
- Assists in preparing and delivering presentations for classes, orientations, and informational sessions on Adult School programs and resources.
- Perform other related duties as assigned

KNOWLEDGE OF:

- Advanced technology skills, including database management, spreadsheets, and assisting with posting events/announcements to the school website.
- Applicable laws, codes, regulations and policies
- Educational program requirements, registration, assessment, orientations and enrollment procedures.
- Adult education program assessment policies and procedures such as CASAS.
- Clerical office practices, including the operation of common office equipment and various software applications such as Google Suite, Microsoft Office, Learning Management Systems like Canvas, and Student Information systems (SIS) like ASAP, as well as database management for adult education, including TOPSpro.
- Basic troubleshooting, including the ability to assist students and staff with common technology issues such as logging into accounts, navigating online learning platforms, and resolving basic hardware/software problems.
- Data analysis & reporting with proficiency using tools like Excel (pivot tables, data visualization), for tracking student progress and program outcomes.
- Online communication & collaboration, using tools like Zoom, Microsoft Teams, and Google Meet for virtual meetings and remote collaboration.
- Digital content creation & outreach, including the ability to create presentations, flyers, and digital resources using tools like Canva, Adobe Creative Suite, or Google Slides, as well as manage announcements and engagements on platforms like Facebook, Instagram, LinkedIn, and school websites.
- Bilingual communication techniques, including translation and interpretation.
- Proper English spelling, grammar, and usage.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques.

- Public speaking and public relations, principles, and practices.

ABILITY TO:

- Writing, reading, and speaking fluently in English and a targeted language (Spanish).
- Working independently within the framework of policies, procedures, and guidelines.
- Performing complex clerical tasks with speed and accuracy.
- ~~Using sound judgment within established guidelines~~. Use sound judgment within the framework of policies, procedures, and guidelines.
- Interpreting and applying relevant laws, rules, policies, and other guidelines associated with an assigned functional area(s).
- Interacting effectively with a diverse population.
- Organizing, coordinating, and prioritizing tasks to meet deadlines.
- Operating standard office equipment, digital devices, and applications.
- Establishing and maintaining effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain accurate records and files.
- Follow and comply with all safety procedures.
- Communicate complex information in a clear and concise manner using a caring, empathetic, and compassionate approach.
- Analyze problems, identify solutions, and project the consequences of proposed actions.
- Understand and follow oral and written communication.
- Use common office machines and current technology
- Maintain confidentiality

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Vision that can be corrected to a level sufficient to successfully read hand-written, typed, and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability are sufficient to enable communication by telephone and in person.
- Manual dexterity is sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large stacks of paper and large document holders (binders, manuals, etc.).
- Physical strength, agility, and ability to reach, bend, grasp, and crouch in order to prepare, operate, and adjust equipment.
- Physical ability to lift, carry, and place objects up to 40 pounds
- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

Morning or evening work hours

HAZARDS:

Inclement weather