

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: English Learners (EL) Student & Family Liaison – 2026-2027

Schedule/Grade: Home School Communicator

Job Code: ##TEACH

FLSA: Exempt

Calendar: TEACH

Benefits: Eligible (Retirees Not Benefit Eligible)

Contract Type: TEACH

Bargaining Unit: TCHR-NEA

Revised Date: 07/06/2026

PURPOSE

This position is for the 2026-2027 school year only. It is supported by a federal grant and may not be renewed the following the school year.

This position will support English Learners (ELs), school staff, and families to help meet the social, emotional, academic, and career needs of English Learner students in the district. Specifically, this position will work with EL students, their families, teachers, and community organizations to develop and implement programming to support the transition into our schools and community.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serves as a liaison between the district and community organizations that support ELs and their families.
- Develops, implements, and leads parent involvement events for families of students who are identified as ELs, which could include afternoon, evening, and weekend meetings and events, as needed.
- Connects EL students and their families with community organizations that can support as they transition to living in the US and in Columbia.
- Develops and implements programming to assist EL, immigrant, and refugee students in the transitions between grade levels (5th to 6th and 8th to 9th) and assists students with developing plans following graduation.
- Works with the EL Instructional Coach to develop, implement, and lead professional development for teachers who work with EL students regarding social-emotional, cultural, and academic supports that they can include in their classes.
- Collaborates with district counselors regarding the needs of EL students, development of graduation plans, placement of students in appropriate classes and EL programs, etc.

- Collaborates with district counselors to assist with coordinating mental health services and community support for EL newcomers and refugees and to implement the district counseling curriculum in the middle and high school newcomer programs.
- Works with the EL Assistant Director to support the Special Education department and teachers in the development and implementation of IEP and 504 plans for EL students.
- Maintains assigned budget and follows district, state, and grant guidelines regarding allowable expenditures, etc.
- Secures language interpreters for parent meetings and school events, as needed.
- Assists with the administration of the annual English Language Proficiency (ELP) assessment, the WIDA ACCESS, as needed. Maintains proper testing protocol regarding these tests.
- Follows all administrative directives and federal, state, and district guidelines and policies regarding EL students and collaboration with their parents/guardians.
- Attends professional development sessions for EL teachers and staff.
- Prepares for parent meetings, professional development, and classroom presentations and shows written evidence of preparation upon request of immediate supervisor.
- Understands and adheres to Board policies and procedures.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the district are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Director of English Learners and Migrant Education

Supervises: N/A

QUALIFICATIONS

Minimum Qualifications:

Education: Bachelor's degree in education, counseling, social work, or academic field directly related to the liaison's specific responsibilities.

Certification: Missouri K-12 Student Services-Counselor or Teaching Certificate in any content area. Missouri ESOL endorsement preferred.

Preferred Qualifications:

Experience:

- Prior teaching experience either at the elementary or secondary level preferred.
- Bilingual preferred
- Familiarity with standardized tests, ability to analyze data, and experience with special education would be considered assets.
- Excellent computer skills required.

- Knowledgeable in SIOP and/or other best practices for EL learning.

Ideal Candidate: ESOL teacher, School Counselor

The ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment. The ideal candidate will have a strong desire to support students from various cultural backgrounds.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Skills and Abilities: An individual who holds this position must have the ability to complete the following:

Language

- Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance
- Read, analyze, and implement curriculum and assessment data to plan instruction
- Complete forms, write reports and engage in written correspondence with parents
- Present information effectively and respond to questions
- Write clear and complete lesson plans

Computation

- Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

- Solve a variety of problems in many different situations
- Interpret instructions presented in written, oral, diagram or schedule form
- Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students
- Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Other Skills and Abilities

- Identify needs and abilities of individual students and to adapt instructional methods accordingly
- Establish and maintain effective relationships with students, peers and parents
- Perform multiple tasks simultaneously

Technology

- Perform basic computer functions such as word processing and internet use
- Use district software for recording grades and finding student information
- Utilize smart boards, projectors and other instructional technology provided by the district

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must have the ability to:

- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Move around the classroom to interact with and manage students/groups of students
- Read handwritten or printed material

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Unavoidable Hazards: “Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unavoidable hazards.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer