



Job Description

Job Title: ESL Assessment Specialist

Position Code: 4E15, DE15

Job Classification: Exempt

Supervisor: ESL Instructional Supervisor

Pay Grade: 31

Contract Length: 220 days

Job Summary:

Position is responsible for K-12 English as a Second Language initial testing for possible student placement in an ESL program. Position provides training to ESL staff on assessment instrument used and maintains testing database. Position processes all testing paperwork and works with all schools and families with communicating proper ESL placement.

Essential Duties:

1. Serves as liaison between student, school, home, and ESL Welcome Center.
2. Cooperates with administrators and staff in implementing the ESL program
3. Keeps abreast of all federal and state ESL guidelines pertaining to ESL assessment
4. Administer all initial ESL language assessment components to incoming students K-12 that may qualify for ESL
5. Complete all ESL language assessment paperwork and ensure it is up to date
6. Communicate with schools and families on a regular basis
7. Assist in ESL student registration process
8. Prepare ESL student folders for teachers and the ESL department - to include all necessary documents for state reports
9. Create and maintain an initial ESL language assessment database
10. Train ESL teachers for use of the initial ESL language assessment
11. Input ESL coding as appropriate in eSIS
12. Assist in ESL presentations
13. Assist in maintaining the ESL Welcome Center records
14. Support ESL department as needed
15. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by the ESL Instructional Supervisor or other appropriate administrator.

Job Specifications:

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, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma and a bachelor's degree in counseling, social work, psychology, education or a related field and some experience in providing services to school aged children and/or families, or any combination of education and experience that would provide the requisite knowledge, skills and ability. Ability to organize and implement state approved ESL program assessments. Proficient ability working with the Microsoft Office Suite to include Excel, Word, and PowerPoint. Ability to create and maintain testing databases

using Filemaker Pro and Microsoft Office software. Excellent public relations and telephone skills. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to maintain confidentiality and demonstrate good judgment, tact and courtesy. Ability to follow complex oral and written directions, work independently. English and Spanish bilingual ability is preferred but not required. ESL teaching experience preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: ESL Instructional Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The ESL Assessment Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 09/19 CR