

## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** English Language Learner Success Specialist

**Supervisor:** Principal

**FLSA Status:** Nonexempt

**Summary:** Assists staff in educational counseling for ELL students so that they can fully participate in academics, school activities and graduations.

### Essential Duties and Responsibilities:

- Assists staff in educational counseling.
- Participates in meetings with students, parents and/or staff to facilitate student success.
- Connects ELL students to resources outside the school and to post-secondary scholarships and opportunities.
- In liaison with the school counselors, reviews student records and advises toward graduation by credit attainment and active school participation.
- Assists students in the scheduling process.
- Assists students and parents with educational and occupational planning.
- Tracks ELL student attendance and guides students to understand how behavior and attendance can lead toward school success.
- Gathers and interprets data to students, parents, school staff and other authorized personnel in coordination with the counselor of record.
- Assists students and parent with referrals to other specialists, special programs, alternative education and other outside agencies.
- Interprets and translates at meetings for families of ELL students.
- Assists and coordinates student transition between high schools and from middle to high school including spring and fall orientations and forecasting for high school success.
- Tracks progress reports to follow student success/failure. Works with students and parents to ensure success.
- Organizes events and meetings with parents and students regarding high school and post-secondary success.
- Generates and follows through with scheduling of meetings, appointments and sessions with students' parents and staff.
- Delivers services using large group model to use time effectively and to reach more students.
- Assists teacher in maintaining classroom discipline using appropriate methods for children with and without disabilities.
- Assists students with daily work.
- Reads aloud to students.
- Works directly with students with a variety of special needs.
- Supervises a variety of student activities including playground, cafeteria, bus loading and unloading, field trips, hallways and other areas where students gather.

- Maintains accurate records and records gathered information within the scope of District policies and state and federal laws.
- Facilitates meetings and conversations between staff and parents and/or students.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

#### **Marginal Duties and Responsibilities:**

- Sets up room for various activities and cleans up after activities' completion.
- Answers telephones and answers questions or takes messages and forward to teacher.
- Assists with school wide events.
- Assists in home visits.

#### **Supervisory Responsibilities:**

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

**Language Skills:** Ability to communicate fluently verbally and in writing in English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software and word processing software.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including current NCLB requirements (paraprofessional certification). **Physical Demands:** 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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**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.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_