

## ESL INTAKE SPECIALIST

*FLSA Status: Non- Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs intermediate paraprofessional work and responsible administrative work with the registration and processing of ESL students throughout the school system; provides support to the student and families during the enrollment process; does related work as required. Work is performed under limited supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting the ESL Supervisor with registering and processing ESL students; counsels families regarding division, county, state and federal services and programs; preparing and maintaining files and records.**

(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.)

- Interviews non-English-speaking families to determine education and social services needs;
- Counsel families regarding available division, county, state and federal services.
- Researches students' academic records to verify ESL eligibility and recommends grade placement.
- Assists with state required testing; conducts language assessments as required; prepares reports based upon assessments.
- Registers students who are new to U.S. schools
- Coordinates transportation for ESL students.
- Verifies residency; immunizations and physical documents.
- Coordinates with principals regarding new students and transfers.
- Assist school principals, guidance counselors and other staff to resolve situations with parents and students as requested;
- Organizes and manages ESL Intake Center
- Creates memos, letters or flyers related to the Intake Center to be distributed to all County schools; maintains inventory of such forms for distribution.
- Enters a variety of information into computer utilizing word processing and spreadsheet programs.
- Assists the parents with initial communication with the schools.
- Makes referrals to appropriate specialist for further services.
- Supports families during the enrollment process and ensures forms have been completed correctly.
- Plans and implements county-side Kindergarten registration for second language families.
- Provides translation services for Special Education Department and Student Services for disciplinary hearings and suspension letter for school principals as required.
- Provides translation services to schools
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the required non-English language; general knowledge of the principles, practices and procedures of school administration; thorough knowledge of school operations and staffing; ability to develop and present ideas effectively, orally and in written form in the non-required non-English language; ability to establish and maintain effective working relationships with school officials, administrators, community groups associates, students, parents, social services, and citizens from varying cultural and/or language backgrounds; skill in interview and conference techniques.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school, plus 4 years of progressively more responsible multi-language experience with proficiency in Spanish or other language represented in significant numbers in the Fauquier County Public School population. Experiential knowledge of the culture, customs, and governmental and school services of countries speaking that language; preferably pass a translator/interpreter examination and/or be a certified court interpreter.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Notary Public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.