



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR ESL INTAKE ASSESSMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	240 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8129
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Supervises the ESL Intake Assessment unit, oversees scheduling of appointments of ELL families, and trains and supervises assigned intake personnel.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervises the work of Facilitators Bilingual Assessment

Meets with ESL Intake Center Assessment Team regularly to monitor effectiveness of services

Serves as a certified Infinite Campus Registrar, and trains assessment personnel

Aids parents in the online student application process

Maintains accurate Intake records related to student registration and school enrollment

Provides data and reports to ELL Director, ELL Specialist

Provides technical assistance to District staff regarding English language assessments

Assures compliance with District, state, and federal regulations and procedures related to areas of ELL assignment

Designs and provides professional learning opportunities for ELL Intake Assessment Team, school staff, and community representatives

Processes and schedules assessments for ELL referrals from Private, Non Profit, and Home Schools

Processes and schedules assessments for ELL referrals from the District

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry push, or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in area of assignment

One year of successful experience in administration/supervision

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace

