



NEW: 07/01/2019  
Submitted: 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

