



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	SPECIALIST ESL INTAKE/ASSESSMENT
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4047
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Coordinates systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the District. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works with the ESL Director to research EL Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies
- Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed
- Ensures ESL office compliance with student data and record keeping
- Creates and oversees ESL office and district-wide systems and processes to monitor program effectiveness
- Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process
- Ensures the District is current with research-based practices involving English Language Proficiency screener and assessment
- Provides training and oversees the work of the ESL Intake and Assessment Center staff
- Focuses on building school and District capacity relating to KDE requirements regarding EL Identification such as the Home Language Survey, Program Service Plan, and international transcript review
- Supervises the intake and assessment center staff
- Oversees the District EL records process including records requests, international transcript reviews, and required records maintenance
- Coordinates EL identification schedules to support student placement efforts
- Provides systems for supporting EL families in identification and consultation of EL programming
- Maintains accurate Intake records related to student registration and school enrollment and provides data reports to Director of ESL
- Collaborates with the ESL instructional unit to provide information regarding EL programming for identified students
- Communicates with District departments, schools, and administrators regarding identification of EL students and required student records
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Collaborates with private non-profit schools to provide assistance in EL identification and coordinates Declaration of Participation process

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.

MINIMUM QUALIFICATIONS

Bachelor's Degree in specific content area

Master's degree in Teaching

Effective communication skills

ESL Certificate

Five (5) years of teaching experience in area of assignment

DESIRABLE QUALIFICATIONS

Certificate in Administration and/or Supervision (Principal Certification)

Experience in a diverse workplace