



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>ESL Family Outreach and Enrollment Coordinator</b>
<b>SCHOOL/DEPARTMENT</b>	Elementary Instruction/ Federal Programs – Curriculum and Instruction
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Executive Director for Elementary Instruction/ Federal Programs and CAO
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The ESL Family Outreach and Enrollment Coordinator performs duties as necessary to coordinate a one-to-one tutoring program, monitor student attendance, and work closely with families. Work involves planning, training, and tracking student progress. Work also requires the use of spreadsheets, curriculum materials and test information. The ESL Family Outreach and Enrollment Coordinator prepares and presents programs for parents for whom English is a second language. S/he plans and implements parent outreach efforts; develops and maintains resources for parents; assists schools and school staff to plan and carry-out parent outreach efforts, and provides parenting and referral information for parents.

### **MINIMUM QUALIFICATIONS:**

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

- Ability to converse in multiple languages

- Ability to communicate effectively with parents, guardians and families of students for whom English is not the primary language in the home
- Through knowledge of migratory trends, political climate for safety zones, school district policies and procedures, county, town and law enforcement requirements
- Demonstrated ability to communicate effectively with migrant families and to build trust and confidence
- Ability to work collaboratively with school counselors, principals, teachers, and other individuals involved with providing for the education and safety of the students and families
- Knowledge of student code of conduct and student handbook
- Able to carry-out student support programming through the use of educationally sound methods and skills
- Knowledge of parent involvement strategies in order to engage parents in support of student interventions
- Knowledge of community resources available to families

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Associate's Degree from an accredited institution in ESL programing, family outreach, or other related field
- Demonstrated ability to speak, understand, read and write fluently in both English and a second language
- Experience working in a bi-lingual setting
- Experience working with migrant families and providing effective outreach
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution in ESL, Languages, or other related area
- Valid NC Certification in English as a Second Language (110)
- Three (3) to five (5) years teaching in an ESL classroom

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide assistance in linking programs and services with the school for the purpose of improving school attendance, student performance, and positive youth development
2. Monitor education, health, and human services received by assigned students and their families, to ensure that they are delivered in a personal, accountable and coordinated manner
3. Coordinate and facilitate programs, services, special classes and extracurricular activities for students and their families
4. Prepare and present programs to educate parents about resources that are available to them to support their children's school success
5. Build rapport and friendship with assigned students, and assist and advise in matters pertaining to

- class work, homework, attendance, social interaction, etc., as appropriate
6. Build rapport with students' parents or guardians to encourage trust and to graduate from high school
  7. Establish parent contacts, parent meetings, and information sessions to encourage parental support of their students
  8. Develop and maintain resources for parents and provide parenting and referral information
  9. Collaborate with social workers, counselors and teachers to organize parent workshops, community teambuilding events, and information sessions in the community and at the school
  10. Provide information to parents pertaining to the school's procedures and instructional programs as well as resources available to them throughout the school system and community
  11. Survey parents to obtain an understanding of their needs and utilize survey data in determining specific resources to make available to parents
  12. Translate and/or interpret as needed
  13. Perform other duties as assigned by Executive Director of Elementary Instruction and/or Chief Academic Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*