

JOB DESCRIPTION
Nebo School District

Instructional Technician - ESL/Migrant Liaison

Purpose Statement

The job of Instructional Technician - ESL/Migrant Liaison is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the assessment of students' English language acquisition from their native language; administering tests; performing classroom clerical tasks; assisting in complying with state and federal laws and rules and serving as a resource to other school personnel requiring assistance with non-English speaking persons. Acts as a liaison between school and home.

This job is distinguished from similar jobs by the following characteristics: works more directly with parents and families including home visits when directed by school administration.

This job reports to the School Administrator and District ESL Specialist

Essential Functions

- Administers tests, homework assignments, make-up work, etc. (e.g. quick informal assessments, WIDA-Access, assists with accommodations on end of level assessments, etc.) for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments under the direction of a certified teacher for the purpose of presenting and/or reinforcing learning concepts.
- Attends school meetings (e.g. student advisory councils, truancy courts, etc.) for the purpose of providing information to assist in insuring appropriate services to ESL students.
- Conduct home visits when requested by school administrator for the purpose of providing information to assist parents and families in accessing community resources or meeting the needs of their child.
- Maintains ESL documents and student folders for the purpose of providing accurate documentation for instructional planning and program compliance.
- Tracks student attendance, grades and credits for the purpose of providing relevant information for decision making of teachers, counselors and parents.
- Translates verbal and written communication(s) (e.g. IEPs, SEOPs, Back to School Nights, Parent Teacher Conferences, and meetings requested by school administrators and other school personnel, etc.) for the purpose of assisting students, teachers and parents in communicating.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or

present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency and establishing and maintaining effective working relationships Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Demonstrate Spanish proficiency in oral and written language

Certificates

Defensive Driving Certificate
Valid Driver's License/Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt