

Pearl Public School District
Job Description
English Learner (EL) Tutor and Family Liaison

TITLE: English Learner (EL) Tutor and Family Liaison

QUALIFICATIONS:

1. High school diploma or equivalent required, associate degree or higher preferred.
2. Two or more years' experience in translating/interpreting preferred.
3. Ability to speak, understand, read, and write fluently in both English and Spanish.
4. Prior work recommendations preferred.
5. Kind and amount of prior job experience as required by the Board.
6. Such alternatives to the above qualifications as deemed appropriate and acceptable by the Board.

REPORTS TO: Director of Federal Programs

JOB GOAL: To support the academic success of students with limited English; to assist school personnel and students and family members with limited English in communicating more effectively, assimilating into the District, and locating needed resources.

PERFORMANCE RESPONSIBILITIES:

1. Provides to EL students direct services including, but not limited to, the following, to support academic progress and success:
 - Academic tutoring
 - Support with educational technology
 - Support acclimating and functioning successfully in the school.
2. Disseminates information to faculty and staff on best practices for effective family engagement with the district's EL students to promote student progress and success.
3. Ensures regular, two-way meaningful communication between EL family members and school staff including, but not limited to, the following:
 - Interprets orally from English to Spanish and other languages as needed and from Spanish and other languages as needed to English during conferences, registration, telephone calls, testing, information gathering from other school districts, emergency situations, etc.
 - Translates school and district documents from English to Spanish and other languages as requested.

- Makes and receives phone calls from family members with limited English to relay information from and to school personnel.
 - Coordinates with school personnel to assure that family members with limited English receive appropriate information, both written and oral.
4. Assists with maintaining records on students who are English learners, non-native speakers, and immigrants.
 5. Supports activities that reach EL students and their families at home, in the community, and at school:
 - Creates and maintains a list of resources and agencies assisting communities with limited English.
 - Assists school staff in understanding and appreciating diverse cultures.
 6. Maintains all necessary documentation and records of tutoring and family liaison activities such as, but not limited to the following:
 - Family Communication log
 - Interpretation/Translation services log (conferences, information sessions, etc.)
 7. Appropriately maintains and secures confidentiality of student information.
 8. Updates and maintains certifications and training as applicable.
 9. Follows all Board policies and procedures.
 10. Maintains regular attendance and is punctual.
 11. Promotes the District's vision, mission, and goals.
 12. Adheres to the Mississippi Code of Ethics.
 13. Performs other tasks and assumes other responsibilities as requested/assigned by the immediate supervisor and Superintendent.

TERMS OF EMPLOYMENT: 192-240 days. Salary and work year to be established by the Superintendent with the approval of the Board of Trustees

EVALUATION Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel