



JOB DESCRIPTION

JOB TITLE: **EL Support Technician**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment/EL CIAS</b>
Salary Range: <b>Range 20</b>	
Term of Employment: <b>10 months</b>	Date: <b>June 13, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Assists in maintaining confidential English Learner (EL) student assessment information/files/records as required by district policy, state rules, regulations, and other student data.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Inputs electronic requisitions, tracks ordering and maintains documents.
- Trains and communicates to EL staff annually on immigration and refugee status of students.
- Reviews and corrects (if needed) information provided by schools.
- Prepares and updates data in the student enrollment system.
- Inputs students AZELLA responses into assessment system.
- Maintains files for audit worthiness for compliance with State and Federal guidelines to ensure proper funding through Title III, SEI, and Immigrant grants.
- Maintains an accurate list of all students identified through the HLS and registration form to ID student language level for appropriate instructional support.
- Monitors and maintains mandated compliance documentation for all aspects of the SEI and Title III grants.
- Aggregates data by school, program and subpopulation for making instructional decisions.
- Monitors school files and maintains communication with school EL teams regarding mandated requirements and documentation to meet state and federal guidelines.
- Assists in the organization and implementation of professional development for SEI Teachers and Teacher EL Specialists.

- Assists with hiring and employment of EL personnel by setting up interviewer and interviewee files and joining interview team upon request.
- Creates, organizes, and implements professional development for EL Instructional Assistants.
- Communicates with the Arizona Department of Education regarding problems, solutions, and laws governing EL to help resolve issues.
- Demonstrates proficiency with Excel, Word, and Google software programs.
- Demonstrates proficiency and professionalism in all communications with staff, administration and parents.
- Attends staff meetings of work unit.
- Assists campus administrators and staff with questions relating to the EL program.
- Coaches/models for EL IAs (including onboarding of new staff) to deliver instructional support to EL students.
- Assists in all aspects of AZELLA testing, including creation of students in PAN, and assessing students when needed.
- Assists the District Test Coordinator with all AZELLA testing materials distribution and return for both placement and reassessment.
- Supports DTC and EL Coordinator with AZELLA placement and reassessment training.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Processes and submits travel claims for EL certified/classified staff.
- Collects receipts for expenses for supervisory p-card purchases.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- Successful completion of paraprofessional exam or 60 hours post-graduation education preferred.
- One year related experience and/or training or equivalent combination of education and experience.
- Records management experience preferred.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*