

SCHOOL DISTRICT OF LAFAYETTE COUNTY

Teacher-On-Special Assignment for Migrant Advocate/ELL and Homeless Liaison

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of three (3) years of successful teaching experience.
- (3) Valid Florida Teaching Certification in appropriate area(s).
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the District. Knowledge and understanding of all positions supervised. Skill in human interaction and conflict resolution. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to make presentations to a variety of audiences. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Director of Teaching and Learning Services

JOB GOAL

To serve as an advocate for migrant families and assist the family in receiving the essential services important for providing for their children. To assist school leaders with administrative and instructional functions to meet the educational needs of identified students and carry out the mission and goals of the school and the District.

SUPERVISES:

ESOL Facilitator

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Assist in the development, implementation and evaluation of the instructional program including the use of technology.
- * (2) Provide recommendations to the principal regarding curriculum improvement.
- * (3) Supervise equipment selection, acquisition and inventory.
- * (4) Assist the principal in the administration of the summer school program.
- * (5) Assist with the coordination of student field trips.
- * (6) Assist in the coordination of the school's accreditation program.

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Personnel Action Services

- * (7) Assist with the supervision of ESOL Facilitator (paraprofessional).
- * (8) Assist in developing ESOL Facilitator's assignments and duty roster.
- * (9) Provide training programs and feedback to ESOL Facilitator as required.

School Operations/Delivery Systems

- * (10) Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- * (11) Provide assistance to the principal in the formulation and implementation of general school policies and regulations as it pertains to Migrant and ELL services.
- * (12) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as assigned.
- * (13) Assist with the development of positive school/community relations and act as liaison between the school and community as required.

Student Support Services

- * (14) Assist with student attendance and achievement issues as assigned.
- * (15) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required for identified students.
- * (16) Confer with identified students, parents and teachers to resolve problems and facilitate learning.
- * (17) Assist in interpreting and implementing the Pupil Progression Plan.
- * (18) Identify and recruit appropriate students and families.
- * (19) Identify program participants and secure parental permission for program participation.
- * (20) Identify student needs via student conferences, teacher conferences, reviewing cumulative records and report cards
- * (21) Furnish referral forms to teachers and guidance counselors and coordinate referrals of migrant students for possible services.

Personal/Professional Employee Qualities

- * (22) Participate in management meetings and other meetings and activities appropriate for professional development.
- * (23) Communicate effectively, both orally and in writing, with parents, students, teachers, District personnel and the community.
- * (24) Model effective listening and positive interaction skills.
- * (25) Model and maintain high standards of professional conduct.
- * (26) Set high goals and standards for self, others and the organization.
- * (27) Keep abreast of trends and changes in educational programs and procedures.
- * (28) Complete all required reports and maintain all appropriate records.
- * (29) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

- * (30) Provide leadership in developing and implementing goals and priorities of the District and school.
- * (31) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

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*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

Job Description Supplement 10

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.