



Adult ESOL Mgr 5 / Extended Day

Purpose Statement

The job of Adult ESOL Mgr 5 / Extended Day is done for the purpose/s of managing the district's adult ESL program.

This job is distinguished from similar jobs by the following characteristics: Duties generally performed before, during, and after school hours.

This job reports to Adult Education Coordinator

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity.

Coordinates Adult ESOL activities occurring in the building after traditional school hours (e.g. reserving classrooms and other spaces, assigning teachers, creating class rosters, etc.) for the purpose of implementing and maintaining services to support school and district goals.

Gathers and disseminates information in a variety of formats (e.g. federal, state, district, and grant reporting documents and information, etc.) for the purpose of communicating clearly with all stakeholders; maintaining compliance with local, state, and federal requirements; meeting grant obligations and ensuring the effective extended learning program.

Hires, supervising, training, monitoring, and evaluating ESOL school staff for the purpose of ensuring the smooth functioning of the program and services.

Maintains a variety of manual and electronic files and/or records (e.g. attendance rosters, financial information, required reports, etc.) for the purpose of providing up-to-date reference and compliance with regulations and guidelines.

Manages student enrollment, assessment, and placement for the purpose of supporting student learning and for accurate record keeping.

Monitors financial records (e.g. fund balances, cash receipts, tracking expenditures, etc.) for the purpose of ensuring accurate record keeping and compliance with federal, state, and district guidelines.

Participates in meetings, workshops, trainings, and seminars (e.g. within the district, community agencies, USBE, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Plans and implements classes for Adult ESOL program for the purpose of supporting student learning.

Plans and organizes staff training for the purpose of ensuring staff compliance to federal, state, and district guidelines and to support and to support student learning.

Supervises staff as assigned for the purpose of appropriate supervision and job performance feedback and to ensure the efficient and effective operations of the work unit.

Supports administration by completing assignments for the purpose of smooth program operations.

Other Functions

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

Researches, writes, and presents grant information for the purpose of compliance to grant requirements and securing ongoing funding to support Adult ESOL program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify 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 defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Passing score on ETS ParaPro assessment OR
Has completed 48 units of college-level coursework meeting current requirements OR
Has completed an associate degree
Bachelors degree or higher

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

8/29/2023

Salary Grade

Lane 5

