

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 87

CLASS TITLE: SPECIALIST, ESL INSTRUCTIONAL SUPPORT

BASIC FUNCTION: The ESL Instructional Support Specialist plans, schedules, monitors, and performs a wide array of instructional support duties in order to facilitate ESL grant-related activities. Under the guidance of the area manager, this individual monitors the efficiency and accuracy of critical tasks assigned to hourly staff on a daily basis. The ESL Instructional Support Specialist also works closely with the ESL leadership team to provide technical support and to communicate important information to daytime, evening, and weekend faculty and classroom aides.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist ESL leadership with planning, coordination, and implementation of Comprehensive Adult Student Assessment System (CASAS) and English Literacy and Civics Education (EL Civics) testing and reports for the ESL grant.
- Coordinate ESL library database input, circulation, and loan follow-up with ESL students.
- Organize instructional media in the office and monitors the faculty check-out process for timely returns.
- Recruit, train, and provide work direction to student workers and classroom aides for such activities as EL Civics assessments and CASAS entry/update forms.
- Develop clear and professional manuals that guide faculty and classroom aides through the CASAS timeline of events, assessment mandates, and data collection requirements.
- Schedule and coordinate CASAS, EL Civics, and Student Learning Outcomes (SLO) activities with all involved personnel to ensure adequate staffing, work space, availability of resources and update memos and reminders to staff and faculty.
- Maintain electronic and hard-copy files of important documents such as EL Civics assessment rubrics, ESL student portfolios, and faculty absence forms.
- Coordinate the printing of end-of-term certificates by making sure the faculty logs are properly entered and ESL database is appropriately linked.
- Compile and analyze statistical reports and surveys related to CASAS, EL Civics, and other grant operations using TOPSPro and other resources.
- Communicate department policy and procedures accurately as well as professionally with a diverse population including students, faculty, office staff, and managers.
- Provide effective guidance, assistance, and information to ESL students within areas of responsibility.

OTHER DUTIES:

- Perform other duties as assigned.

Changed Supervisor, ESL Office to Specialist, ESL Instructional Support/Liza Becker. Rev. 6/17/12ng.

8/21/12 Completed JA; ng. 8/27/12 Approved by Terri Hampton.

8/28/12 Submitted to CSEA – A. 9/18/12 Revised to address CSEA concerns & resubmitted; ng. 9/25/12 Approved.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies and procedures.
- Noncredit ESL populations, programs, operations, and general policies.
- Electronic data processing procedures and applications.
- Record keeping techniques including software and database applications such as attendance logs.
- Basic principles of leadership.
- Problem solving and process improvement strategies.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, including spelling, grammar, and punctuation.

ABILITY TO:

- Interpret, apply and explain district policies and grant regulations.
- Work in a culturally and linguistically diverse environment (bilingual preferred); exercise tact and diplomacy.
- Provide effective guidance, assistance, and information to ESL students within areas of responsibility.
- Review situations accurately and determine appropriate course of action in accordance with established guidelines and within scope of responsibility.
- Establish and maintain collaborative and effective working relationships with peers and supervisors, including members of the ESL leadership team consisting of classified staff, faculty, counselors, and managers.
- Operate a variety of office equipment, including a PC and applicable software.
- Analyze statistical data and trend patterns in CASAS reports, tables, and charts.
- Develop and maintain procedures and processes to efficiently operate an office.
- Operate computers with various programs, software and database applications.
- Diffuse high-stress situations with calm and professional communication strategies.
- Work independently with little direction under heavy and diversified work load.
- Communicate clearly and concisely, both orally and in written English, and preferably in a designated second language.

EDUCATION AND EXPERIENCE: Any combination equivalent to an Associate's Degree in any field and one year of work experience in an educational office setting.

PREFERRED QUALIFICATIONS: A minimum of one year of work experience in an ESL learning environment.

LICENSES AND OTHER REQUIREMENTS:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

Any provisional offer of employment is dependent upon the candidate's successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

Reasonable Accommodation shall be provided as required.

POSSIBLE HAZARDS:

Extended viewing of computer monitor.