

Anoka Hennepin Independent School District #11

Position Standard

ESL Intake Specialist

Essential Functions:

- Identify and administer assessments for students who may qualify for ESL services.
- Make recommendation for grade and school placement of students who have been assessed.
- Act as a resource for Anoka-Hennepin staff about ESL related issues.
- Serve as a liaison for Special Education staff for issues involving second language acquisition and for students who have additional languages in the home.
- May travel to schools to perform ESL assessments.
- Advocate for ESL and language minority families concerning academic, legal, and social issues (when needed).
- Implement Kindergarten ESL Spring Screening that includes identification, assessment, and parental communication.
- Prepare and implement the Migrant Grant.
- Represent the ESL program and its staff and procedures.
- Coordinate, maintain inventory of, and conduct teacher training for the series of ESL oral, writing and reading assessments.
- Perform additional duties assigned by the Director of Student Services.

Minimum Qualifications:

- High School Diploma or Equivalent and at least 3 yrs experience working with ESL populations.
- Experience performing ESL assessments, e.g., IPT, TEAE, etc.
- Experience coordinating or managing clerical support services in an office setting.
- Experience grant writing and implementation
- Good written and verbal communication skills.
- Ability to work closely with parents, staff, administration and community.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Bilingual (especially Spanish) preferred.

Physical Factors include:

- Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20’), midrange vision, far vision (over 20’), visual accommodation, and field of vision;
- Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.
- Occasional: exposure to weather when travel between district sites is required.