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| **Mercer County Schools**  **JOB DESCRIPTION** |
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| Job Title: EL Migrant Support Reports to: English Learner District Coordinator/  Building Principal  Job Class Code: Classified Teacher Work Schedule: 195 days  Pay Scale: per salary schedule Approval Date: |
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| **PERFORMANCE RESPONSIBILITIES** |
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| The English Learner Program is responsible for providing learning experience and support for students in the program. The EL Support helps to identify, recruit, and enroll eligible EL migrant students residing in the assigned district and maintains communication between the EL families and school.  **RESPONSIBILTIES**   * Applies and explains federal regulations pertaining to the EL migrant program. * Attends recruiter meetings and other training sessions sponsored by the state. * Abides by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by KDE. * Identifies eligible EL migrant students residing within the boundaries of the assigned school district. * Completes Certificate of Eligibility and Health Data Entry Forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk. * Works under the supervision of the EL district Coordinator and the school administration. * Communicates between home and school, continually striving to maintain positive communication. * Provides or facilities supportive services to EL migrant students or to their families as necessary. * Complies with all regulations and directives that support NCLB and state mandated assessments. * Perform related duties as assigned. |
| **MINIMUM QUALIFICATIONS** |
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| Education: 4 year degree |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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