

**BOONE COUNTY SCHOOLS
JOB DESCRIPTION**

TITLE: English Learner Family & Student Support Coordinator

QUALIFICATIONS:

1. A bachelor's degree in education, social work, counseling or in a related field
2. Ability to communicate effectively in Spanish or another language common among the district's English Learner (EL) population, with children, parents, and community members
3. Minimum 3 years experience working with EL families or in community engagement
4. Strong interpersonal, communication, and organizational skills
5. Knowledge of cultural competency and best practices in family engagement for EL populations.

REPORTS TO: Executive Director of Student and Community Services

JOB GOAL: To organize, implement, and coordinate/provide a holistic support system that will enable EL children to succeed in schools and their families to assist them fully

PERFORMANCE RESPONSIBILITIES:

1. Collaborates closely with the district English Learner Coordinator to ensure alignment of programming and support for EL students and families
2. Creates and manages an in-person EL family resource center, and assists EL families with registration and enrollment
3. Develops and implements programs to support EL families in understanding school policies, resources and academic expectations
4. Oversees the district's translation and interpretation services
5. Identifies, establishes, and maintains partnerships with community services and disseminates pertinent information to EL families
6. Consults and collaborates with school Family Resources / Youth Services Center Coordinators personnel in assembling information on available services
7. Supervises the referral of EL students and families to, and serves as liaison with community agencies
8. Develops and conducts parent workshops on topics relevant to EL families, such as English language development, academic support, and college readiness
9. Assists in developing ways of involving EL parents in the affairs of the school and community
10. Assists school personnel in developing strategies for using community resources to help resolve EL family problems
11. Publicizes EL family activities/services and recruits participants

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12. Establishes and maintains a formative, ongoing evaluation design based on EL family engagement and service utilization to assess the effectiveness of programming and to identify areas for improvement
13. Performs related duties as required in performing assigned responsibilities

TERMS OF EMPLOYMENT WITH GRANT FUNDS:

- Salary – Professional II Salary Schedule
- 8 hrs. per day
- 40 hrs. per wk.
- 246 days
- 12 months
- Board approved

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