

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Bilingual/ESL Program Secretary

Supervisor: Bilingual/ESL Program Coordinator

FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office including Publisher and Excel
3. Knowledge of common office software and equipment use
4. Experience within educational and/or grants environments preferred
5. Must be fluent in Spanish

Terms of Employment:

- Twelve (12) Month Contract
- Eight (8) hours per day

Duties and Responsibilities:

1. Communicate effectively by phone and in person with parents, staff, and community members in a friendly and professional manner.
2. Type and file a variety of correspondence and reports.
3. Register and process student English Language Learner files.
4. Enter all components of student data into the tracking system.
5. Generate reports and input data in accordance with state and federal guidelines.
6. Aid individual schools in the maintenance and storage of English Language Learner files.
7. Translate required program documents and internal and external communications as needed.
8. Serve as a translator at meetings and other district activities for District staff and parents.
8. Keep in contact with parochial/private schools to ensure appropriate services.
9. Assist with fall registration days.
10. Maintains consistent communication with the office of the Director of Curriculum.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
12. Represent the Harlem Consolidated School District in a professional manner.
13. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.