

Anoka Hennepin Independent School District #11

Position Standard

ESL Intake Specialist

Essential Functions:

- Identify EL through proctoring and evaluating WIDA EL screener assessments for K-12 students who may qualify for EL services. (May travel to schools to perform EL WIDA screenings.)
- Make recommendations for grade and school placement of students who have been assessed.
- Act as a resource for Anoka-Hennepin staff about EL related issues.
- Advocate for multilingual families concerning academic, Early Childhood, Adult Programming, Parent Involvement, and Social Emotional needs.
- Track and manage data and prepare reports for state reporting for Migrant Education and EL. Coordinate, maintain inventory of, and conduct teacher training for the series of EL oral, writing, and reading assessments.
- Represent the EL program and its staff and procedures.
- Works closely with other departments for enrollment and ACCESS 2.0 (an EL proficiency assessment for Grades K–12).
- Perform additional duties assigned by the Director of Student Services.

Minimum Qualifications:

- High School Diploma or equivalent and at least 3 years experience working with multilingual populations.
- Experience coordinating clerical support services in an office setting.
- 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/onsite.

Preferred Qualifications:

- Bilingual or multilingual (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.