

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> ELL Program Records Manager	
<i>Supervisor:</i> Director of ELL Program	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 8

Job Summary

Performs a variety of complex clerical, financial, and secretarial tasks in direct support of the director of the English Language Learners (ELL) program. Pre-screens student referrals to the ELL program following state and local protocols; works with ELL program staff serving ELL students; recruits and schedules part-time temporary staff to assist with interpretation and translation services for ELL students and parents requiring language assistance; manages high volume of student support documentation; maintains ELL student profiles on both PowerSchool and ELlevation databases; functions as timekeeper for ELL program staff as needed.

Essential Job Functions

Manages state and federally mandated documentation for student identification, qualification and services; monitors enrollment, transfer and withdrawal of ELL students through direct and electronic documentation.

Maintains student data on the district and program student information systems; records and tracks ELL program students' LEP status, demographic data, and receipts of required support services plans, five year reviews, testing accommodations, and other ELL staff reports.

Reviews and verifies home language surveys for students potentially eligible for the ELL program services.

Participates in the interviewing and hiring of ELL tutors and language interpreters. Trains, schedules, and supervises new language interpreters; provides ongoing guidance and support to ELL staff districtwide to effectively utilize data from the district and program student information systems.

Functions as timekeeper for language interpreters and program staff as needed; ensures communication with principals, teachers, school staff, and the human resources department regarding language interpreter placement and assignments.

Ensures required parent notifications and required student cumulative file documents are disseminated according to the ELL plan of service and district procedures to both parents/guardians and schools.

Oversees the distribution, collection and inventory of secure testing materials; compiles and maintains test security agreements and test training certificates.

Provides daily clerical and logistical support to the director of the ELL program, as well as regularly scheduled meeting and event support, to include creating meeting notices and attendance documentation, managing supplies, setting up and taking down for meetings.

Communicates with other education agencies related to students enrolling in or transferring from FNSBSD.

Communicates regularly with ELL program staff at schools to both provide and receive student information updates. Shares information regarding the ELL program to groups such as other federal programs, school staff, and other stakeholders.

Maintains confidentiality of student records.

Participates in the ELL program planning with the director of the ELL program, including budget creation and revision.

Assists with screening, selecting, ordering, and distributing materials to support program components. Tracks and maintains equipment and supply inventories for the ELL program.

Collaborates with the director of ELL program in planning, preparing, and facilitating parent and community outreach, staff meetings, and trainings as required by program and grant components. Collaborates with other programs in the federal programs department and with schools or other departments in the district. Collaborates with local community service providers.

Develops flyers, programs, brochures, and agendas with the federal programs materials development specialist for ELL program parent and community outreach, ELL program staff meetings and trainings, and other district supported professional development and events.

Non-Essential Job Functions

May attend meetings and prepare minutes.

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment including computer, phone, printer, copier, fax, and LCD projector.

Independent Decisions

The ELL records manager will exercise independent decision making on routine tasks and joint decision making along with the supervisor on other issues that arise.

Primary Working Contacts

Staff in federal programs, ELL school site staff, administrative center staff (especially payroll, purchasing, human resources, and student information systems departments), ELL parents/guardians, school site secretaries, and the public as needed to provide services.

Responsibility for Cash, Equipment, Safety

The ELL program records manager is responsible for keeping track of secure test materials and confidential documentation (including electronic files) associated with secure student assessment and maintaining accountability for purchase orders, p-card, and securing other monies as required.

Supervision Received and Exercised

The ELL program records manager is supervised by the director of the ELL program. Consults with, provides guidance, and assigns duties to other ELL program classified and temporary staff.

Unusual Working Conditions

Workload may be stressful due to deadlines, compliance requirements, state audits, test security requirements, and unusually high workloads during certain parts of the school year. May be required to adjust schedule to attend evening or weekend parent engagement events and meetings.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Associate's degree in education, business administration, multi-cultural studies, or a related field. Related experience may be substituted for degree requirement on a year to year basis.
2. A minimum of one (1) (or three (3), depending on education) year(s) of experience in the following areas: secretarial, office management or records management, payroll, and identification, purchasing, and distribution of materials.
3. Demonstrated understanding or experience in a multicultural environment.
4. Experience and good skills communicating orally and in writing with diverse audiences employing tact and diplomacy.
5. Strict attention to detail, superior organizing strategies, and ability to prioritize tasks to meet deadlines.
6. Strong computer skills and comprehensive record-keeping skills.
7. Experience and very good working skills in Excel, Word, PowerPoint, Outlook, and other Microsoft Office suite programs.
8. Must be self-motivated, able to work effectively in an environment where multi-tasking and prioritizing are essential.
9. Must be punctual and reliable, work well with others, and respond appropriately to constructive criticism.

The following are preferred:

1. Bachelor's degree in education, business administration, multi-cultural studies, or a related field.
2. Three (3) or more years of secretarial, office management, or records management experience.

3. Fluent in Spanish and experience interpreting and/or translating.
4. Experience planning and coordinating events.
5. Supervisory experience.
6. Experience in an educational work environment with a focus on assessment activities.
7. Knowledge of Federal Programs, related state regulations, and issues related to ELL Program.
8. Knowledge and experience using PowerSchool Premier or other student information system.
9. Experience using Munis for payroll and purchasing processing.
10. Experience working with Mac, PC, and Chrome operating systems.
11. Experience and good skills in Google Drive (Docs, Sheets and Slides).
12. Experience in website editing.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.