



JOB TITLE	DEPARTMENT	REPORTS TO
ESOL Support Assistant- Grant Funded	Office of Teaching and Learning	Coordinator of ELL and Translation Services

Position No: 64093	Length of Work Year: 12 months
Salary Schedule: N02	Date Approved: 9/17/26
FSLA: Non-exempt	Date Revised:

MINIMUM QUALIFICATIONS
1. High School Diploma or equivalent plus either AA/AS, or sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Demonstrated ability to work with diverse groups and effectively communicate both orally and in writing. 3. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. 4. Ability to communicate effectively with parents, teachers, students and others in their native language. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
1. Collaborates with school counselors to support the academic and linguistic needs of English Language Learners (ELLs) through coordinated services and resources. 2. Serves as a liaison between school counselors, school staff, parents, and district ESOL personnel to ensure alignment of supports for ELL students. 3. Assists school counselors and staff in understanding ESOL processes, student needs, and available resources to support ELL success. 4. Assists in monitoring ELL student data, progress indicators, and service needs, and communicates relevant information to counselors and appropriate staff. 5. Serves as a resource to counselors and school staff regarding ESOL program and best practices. 6. Facilitates communication between schools, district, and parents of ELL students to ensure access to academic and support services. 7. Assists in providing school information to parents in their home language or coordinates translation. 8. Works with families to access district and community resources that support student academic growth and language development. 9. Collaborates with district ESOL staff to identify areas of need and coordinate school- based support. 10. Assist during ELL Committee Meetings as appropriate. 11. Assists with preparation and delivery for ESOL professional learning sessions. 12. Participates in relevant trainings and ongoing professional development related to ESOL, family engagement, and student support services. 13. Perform assigned duties in a timely, organized and professional manner. 14. Performs other duties as assigned by the supervisor.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.