



Job Title: **ALS Newcomer Assistant**

Department: **Office of Student Advocacy and Access**

Supervisor: **Director of Office of Student Advocacy and Access**

Lane Placement: **ESP Lane 4**

Schedule: **20 hrs / 184 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Office of Student Advocacy and Access, the ALS Newcomer Assistant will support Canyons School District schools with students newly arrived in the United States. The ALS Newcomer Assistant will assist students and families in adjusting to school by working with school-based teachers and support staff, community agency caseworkers and Student Advocacy and Access specialists to address individualized needs.

ESSENTIAL FUNCTIONS

- Support timely identification of K-12 students who entering the United States' school system for the first time (Newcomers)
- Assist in maintaining accurate records for federal and state reports
- Work collaboratively with schools to onboard and welcome Newcomers.
- Collaborate with school and district personnel to support the social and educational needs of Newcomers
- Disseminate information related to the Newcomer's cultural and linguistic background
- Facilitate parent education and engagement
- Assist in providing clear communication between school and home.
- Work collaboratively with other professionals and outreach personnel to support early intervention services, PBIS, programs to develop parenting skills and to increase the student achievement and graduation rates of culturally and linguistically diverse students.
- Support all initiatives of Office of Student Advocacy and Access
- Work collaboratively with members of the Student Advocacy and Access Department to ensure the highest levels of customer service to our students, parents and schools
- Fulfill district, state and national reporting requirements
- Provide direct support to students at individual homes and other locations
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- ALS NEWCOMER ASSISTANT

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Prior experience with Skyward, PBIS, PAT, Title VII, WIDA, SIOP or ALS Programs preferred
- Must have a growth mind--set
- Must have excellent technology skills (Word, Excel, Google)
- Must have experience with academic language and terms used in schools
- Ability to work collaboratively with school personnel and other departments
- Must be able to work a flexible schedule (early morning or afternoons and some evenings – site dependent)
- Must be able to take the initiative, work independently and effectively meet the demands of multiple programs
- Must understand and adhere to the Family Educational Rights and Privacy Act (FERPA) and must be able to handle confidential information appropriately
- Must be able to work collaboratively and build trust within the community
- Ability to speak Spanish fluently preferred
- Ability to translate written Spanish documents preferred
- Training and accountability for these positions is under the direction of Office of Student Advocacy and Access
- Requires a valid Driver License and ability to drive to various locations throughout the local area

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- ☒ Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - ☒ Requires the ability to lift a minimum of ten (10) pounds.
 - ☒ Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
 It is the employee’s responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____ Effective date: 6/9/2020