



Job Title: **ALS Outreach Facilitator Assistant**

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

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

Lane Placement: **ESP Lane 4**

Schedule: **7 hrs / 187 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Office of Student Advocacy and Access, the **Alternative Language Services (ALS) Facilitator Assistant** will support Canyons School District with Community Outreach, Alternative Language Services, and other federal programs.

ESSENTIAL FUNCTIONS

- Support the timely and accurate identification of students who are English Language Learners, Native American/Alaskan Natives, Refugees, Migrant, Immigrant or eligible for services under McKinney Vento.
- Provide support for the documentation of all compliance requirements.
- Provide assistance to ALS Facilitator by administering WIDA screening assessment, maintaining students' ALS files, sending parents annual notifications of placement, UALPA results and progress notes; Provide assistance in updating files to digital format.
- Facilitate parent education through providing outreach with Parent as Teachers (PAT) Program, Title VII Parent Committee activities and responding to requests from the schools.
- Assist in building parent engagement in the instruction and education of their child through providing clear communication between school and home.
- Assist with community outreach in Title I, Title III and Title VII parent/student engagement activities.
- 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.
- Assist in the dissemination of educational information to culturally and linguistically diverse students, parents, employees, and the community.
- 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.
- Maintain meticulous records subject to regular review and audit by the USOE, OCR and the US Department of Education.
- 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.

- 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.
- Must have prior experience with either Skyward, PBIS, PAT, Title VII, WIDA, SIOP or ALS Programs.
- Must have a growth mind—set.
- Must have excellent technology skills (Word, Excel).
- 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 be able to work collaboratively and build trust within the community.
- Ability to speak Spanish fluently 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