PALOMAR COMMUNITY COLLEGE DISTRICT

ESL STUDENT SPECIALIST
Bilingual (English/Spanish)

DEFINITION

To assist with registration, testing, informational orientations and advising to non-credit ESL students regarding the ESL Programs, college programs and course offerings, Student Services, educational requirements, and deadlines; to serve as liaison for the non-credit program with local high schools, outside agencies and organizations; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the EOP&S / CARE director and ESL Chairperson.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Provide informational orientations and advise ESL students regarding the ESL Program, matriculation procedures, student services, educational requirements and deadlines.

2. Facilitate & administer the STARS high school tests to ESL students; provide informational orientations and follow up activities including non-credit student advising.

3. Assist ESL students with the Financial Aid process & information.

4. Assist the ESL department with student assessment and registration.

5. Conduct outreach presentations at K-12 and adult schools, businesses and community groups; provide college information and respond to requests and inquiries.

6. Inform students and the public on the availability of programs and services at the college and education centers; respond to questions regarding classes, admissions and registration procedures; refer students to appropriate college or community resources as needed.

7. Maintain records and prepare reports as requested.

8. Attend and participate in a variety of meetings and conferences.

**Marginal Functions:**

1. Perform related duties and responsibilities as required as an ESL Student Specialist.
QUALIFICATIONS

Knowledge of:

Principles and procedures of student academic assessment.
District matriculation and eligibility policies and procedures.
A variety of college information, services, policies and procedures.
Principles and practices of non-credit matriculation program development and implementation.
Methods and techniques of high school and community outreach.
Principles of business letter writing and basic report preparation.
Principles and procedures of program coordination and implementation.
English and Spanish usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Fluently speak, read and write in Spanish and English.
Coordinate and implement assessment, advising, informational orientations, and outreach programs for the ESL department.
Assess non-credit ESL student needs, interests, and requirements, and refer as appropriate.
Coordinate and promote high school ESL outreach programs.
Inform students and the public on the availability of programs & services.
Serve as liaison for the non-credit matriculation program and represent the College to outside agencies and organizations.
Supervise, train and evaluate student workers.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Search the internet and prepare effective email.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education / Training Guidelines

Any combination of experience and education / training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience working with second language learners in an educational setting.

Education / Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in education.

License or Certificate

Possession of, or ability to obtain, an appropriate valid driver’s license.
WORKING CONDITIONS

Environmental Conditions: Office environment exposure to computer screens; extensive student contact.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.