



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Dual Language Academy Clerk

Pay Grade: 304

Reports To: Director of Bilingual/ESL Education

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The role of the Dual Language Academy Clerk is to provide clerical support to the dual language program

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Associates degree or 48 college credit hours from an accredited college or university, approved by TEA.
- Must qualify for required paraprofessional certificate

Special Knowledge/Skills:

- Possess basic clerical skills
- Proficient in oral and written English and Spanish
- Strong organizational, communication, and interpersonal skills
- Knowledgeable in Microsoft Office
- Ability to adapt and adjust quickly to changing situation and needs
- Ability to prioritize

Major Responsibilities and Duties:

1. Provides responsible liaison services between home and the school.
2. Assists in the collection of student application data and testing information to be used for student selection placement.
3. Understands the dual language academy program and selection process and accurately answers parents' questions.
4. Assists in disseminating information pertaining to the dual language academies.
5. Maintains a professional level of confidentiality concerning students' eligibility for bilingual services and testing information.
6. Assists with student language proficiency assessments.
7. Ensures that all dual language academy students are LPACed prior to entering the dual language program.
8. Verifies that all students admitted to the dual language program are coded appropriately as per PEIMS.
9. Maintains ledger of incoming dual language students.
10. Maintains a record of dual language class loads.
11. Assists parents and campus principals in the transition between the general education setting to the dual language setting.
12. Translates and interprets written or verbal information as needed.
13. Demonstrates punctuality in reporting to duty and follows prescribed procedures for reporting absences.

Dual Language Academy Clerk

14. Upholds and adheres to safety rules and policies of the SISD safety program.
15. Supports the goals and objectives of the school district and follows all district policies.
16. Performs duties in a professional, ethical, and responsible manner.
17. Demonstrates a high level of independent, ethical, and professional conduct.
18. Performs any other duties as assigned by the appropriate supervisor.
19. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
20. Provides optimal customer service to all district stakeholders.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

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