

**Roswell Independent School District  
Job Description**

**Job Title: SECRETARY TO THE DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL)**

**Reports To: DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL)**

**General Job Description:**

Under direct supervision, function as the secretary to Director of English as a Second Language (ESL)/Title III programs; act as a receptionist to those coming in contact with the Director.

**Essential Duties and Responsibilities:**

1. Data entry for Bilingual and ELL students into PowerSchool for transmittal to PED; bilingual hours according to the application; and other student information for ELL/Bilingual students throughout the year.
2. STAR reporting for Bilingual and ELL student counts every 20 days for state reporting including reconciliation with the state approved application. Work closely with Informational Systems Specialist to ensure data is correct.
3. Assist in additions, deletions, and amendments to the state Bilingual application and Title III application.
4. Assist in the administration of language proficiency assessments, including establishing pre- and post-testing calendars for schools; track and document home language surveys for all students; scan English and Spanish language proficiency assessments of all ELL and Bilingual students; maintain proficiency scores for all schools with ELL and Bilingual students.
5. Assist in preparation of Title III Parent Notification Letter for distribution by schools to all ELL students including summer school.
6. Act as a liaison between schools and ESL for language proficiency testing.
7. Assist and maintain documentation for all Bilingual and Title III schools for compliance and program evaluation.
8. Assist in the coordination and documentation of professional development activities related to the program.
9. Perform general office duties, i.e. prepare purchase orders, leave requests, maintain office equipment and supplies, inventory office materials and items stored in the AESC basement.
10. Personal and professional task management through the use of technology.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Report to work on time and work no less than 7 hours per day.
14. Work independently with very little supervision.
15. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
16. May be required to perform other related functions as assigned by your supervisor.

**Supervisory Responsibilities:**

May be required to assist in supervision of Parent Trainer and operation of Parent Lab.

**Qualifications:**

1. High School diploma or GED
2. Bilingual preferred.
3. Three to five years' experience in an administrative clerical position, at least one of which should have been in an educational environment.
4. Computer systems, STARS, SASI, data bases, spreadsheets, and word processing programs.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**SECRETARY TO THE DIRECTOR OF ENGLISH AS A SECOND LANGUAGE (ESL) (CONT'D)**

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**