POSITION DESCRIPTION

TITLE: English Language Learners (ELL) Support Clerk
LOCATION: ELL Department-ASC Blue
REPORTS TO: ELL Coordinators
DEPARTMENT: ELL

SUMMARY STATEMENT:
Under the supervision of the ELL Coordinators, the ELL Support Clerk will assist the ELL Office with various responsibilities including, but not limited to, student data entry, reports, student files, communication with staff, students, and parents, and other related assignments of support.

ESSENTIAL FUNCTIONS:
1. Perform primary database entry and provide report student information using the Skyward/WESPaC System and Assessment Management System (AMS).
2. Assist with monthly count and other required ELL reports.
3. Create and maintain student files.
4. Communicate effectively with students, parents, staff and the general public in person, by telephone, via e-mail, and in writing.
5. Train ELL staff with various ELL procedures.
6. Assist in set-up for ELL workshops/trainings and additional student support activities such as summer school.
7. Perform special projects as requested.
8. Assist in testing students as assigned.
9. Attend meetings and workshops as required to keep current and update procedures.

OTHER RESPONSIBILITIES:
1. Assist department secretary as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Walking (Up to 33%)</td>
<td>Travel (66-100%)</td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td>Bending (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td>Acceptable Attendance</td>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC, typewriter, telephone, copy machines, fax machine, Skyward/WESPac System, and other equipment necessary to perform the essential functions listed above.

**MINIMUM QUALIFICATIONS:**
Basic typing/Keyboarding skills.
1. Data entry experience.
2. Preferred experience with Skyward/WESPac System.
3. Demonstrated ability to establish and maintain positive relationships with others.
4. Demonstrated ability to communicate effectively with others.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to perform under conditions of interruption and perform under deadline pressure.
7. Demonstrated ability to operate office equipment as listed in tools and equipment area above.
8. Demonstrated ability to work independently.
9. Demonstrated ability to establish and maintain positive working relationships with others as part of a team.

**213 Days Per Year (Includes Holidays)**
**4 Hrs. Per Day**

PSE: __________________________ Date: ______________
District: __________________________ Date: ______________

Revised Date: 03/14/2005
Classification: Clerical
Class: Class II
Display on Web? Yes

English Language Learners (ELL) Support Clerk