

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Newcomer Specialist Title III Immigrant Transition	Wage/Hour Status:	Exempt
Reports To:	Executive Director for Multilingual Services	Pay Range:	833
Dept./School:	Multilingual Services	Date Revised:	7/19/2023

Primary Purpose:

To provide a support system to immigrant students and their families, to help them navigate the school system as they begin the process of acculturation. This support system will include collaborating with outside organizations, district personnel, and campus teachers/staff to prevent the grade retention of immigrant students, to attain English proficiency, to maximize student performance on state assessments, and to meet the same challenging state standards required of all students.

Qualifications:

Education/Certification:

Valid Texas Teacher Certificate
Degree in Counseling or Social Work Preferred

Special Knowledge/Skills:

Oral and written proficiency in English and another language, Spanish preferred
Ability to communicate effectively with students and adults
An understanding of the psycho/social development of the immigrant, adolescent student
Knowledge in immigrant and refugee rights as related to education
Knowledge of compliance regulations at the state and federal level regarding bilingual education, district policies and current LPAC procedures
Ability to work with students and families in resettlement situations
Ability to work with outside agencies to coordinate a comprehensive support system
Ability to work with teachers to structure appropriate classroom environments and lessons

Experience:

Five Years Classroom Teaching Experience
Two Years of Experience with Immigrant Students and Families

Major Responsibilities and Duties:

Instructional Management

Collaborate with the Dropout Coordinator concerning students as needed.
Ensure parents understand academic programs and expectations.
Provide parents/guardians with information/referrals concerning outside services and district services

School Organization/Climate

Conduct campus parent meetings (including some evening meetings), arrange for translators, and schedule speakers.

Provide announcements to local media about program activities and benefits as needed.

Represent the Newcomer Center at district community events as needed.

School/Organizational Improvement

Provide teacher, professional development concerning immigrant resettlement issues and appropriate classroom practices.

Assist Newcomer teachers in structuring the classroom environment and the development of lessons to meet the needs of immigrant students.

Collect data concerning former students to assess program effectiveness and impact.

Student Management

Assist school staff and immigrant families with enrollment, attendance, and school/district issues.

Assists Immigrant students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional prolonged and irregular work hours; work with frequent interruptions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 7/19/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____