

Approved FCC Job Description

Intake and Assessment Specialist - ESL	6/4/13
Job Code: HR will complete this part	Eligible for Overtime: No
Salary Plan and Grade: 12	

General Description of the Job

The English as a Second Language (ESL) Intake/Assessment Specialist serves as the initial contact for all ESL students in the Adult Education Program. The Intake/Assessment Specialist is responsible for appropriate intake, assessment, and goal development of students and serves as a resource for all instructional staff. In addition, the Intake/Assessment Specialist provides case management for ESL students within the Adult Education Program. Reports to the Director for Adult Education.

Essential Functions

The following are the functions essential to performing this job.

Local Program Duties Include:

1. Works as a team member with the Program Director, the MIS Specialist, and the Instructional Specialist.
2. Collects and submits all program data including student demographics, assessment results, learner updates and goal attainment to MIS. The data is analyzed by DLLR to ensure the program is meeting all of the grant outcomes.
3. Orders, inventories, and ensures security of test materials.
4. Ensures that the program implements an intake, assessment, and goal development system which documents all student goals and literacy level assessments.
5. Administers and manages the implementation of orientation, intake, and assessment sessions.
6. Develops and coordinates local policies and procedures for assessment and placement of students in appropriate level classes at appropriate educational functioning levels.
7. Analyzes student assessment results and educational/workplace history to determine most appropriate class placement.
8. Communicates with students and instructors/tutors regarding placement, progress, and attendance issues.
9. Connects assessment results to classroom instruction.
10. Develops student retention plans and monitoring retention efforts of instructional staff to increase student completion rates.
11. Refers students to and coordinates with Transition Specialist to develop comprehensive goal setting system for students.
12. Works with the Instructional Specialist to address the special needs of enrolled students, including people with disabilities and English language students.
13. Identifies need and provides professional development training for instructors and assessment and intake assistants.
14. Provides case management services to students by making referrals, etc to support services and community agencies.
15. Manages and documents wait lists.
16. Assists with the development and execution of the program's Data Quality Plan.
17. Develops alternative intake and assessment options based on analysis of program demographics, enrollment trends and needs of target populations.

State Duties Include:

18. Attends state Intake/Assessment Specialist meetings, communicates and implements pertinent information to appropriate local program staff.
19. Attends state "Train-the-Trainer" initiatives and trains local staff.
20. Trains new Intake/Assessment Specialists in neighboring programs in the same geographic region, upon request.
21. Attends state professional development activities and applying at local level.

Other Functions

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Expertise in adult education and assessment.
2. Knowledge of CASAS and/or BEST/BEST Plus assessments.
3. Knowledge of all Literacy Works Information System (LWIS) data elements and local Intake and Update forms.
4. Knowledge of professional development and training procedures for the administration and interpretation of approved assessments.
5. Ability to organize and manage multiple priorities.
6. Ability to work collaboratively with others.
7. Ability to protect confidential information.
8. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

Qualification Standards

1. Education: Bachelor's degree required; Master's degree preferred
2. Successful experience: Minimum of one year of ESL experience in a DLLR or MSDE funded adult education program required. Adult education ESL teaching experience required. Strong organizational and interpersonal skills required.
3. Other preferences: Previous experience administering standardized tests preferred. Experience delivering professional development/training preferred. Counseling experience preferred.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

- 1.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.