

Coordinator, English Learner Counselor



Job Code
000436

FLSA Status
Exempt

Pay Level (Grade)
00013

Reports To
Supervisor, EL
Instruction

Calendar - Primary
C - 223YR Admin

Mission Statement

- We serve as trusted partners in education with our students, families, and community.
- We prepare our students to be critical thinkers, responsible digital citizens, innovators and visionaries, resilient individuals, and global collaborators.
- We commit to inclusive practices and equity with an expectation of excellence from every student and employee every day.

Job Summary

This position provides counseling services per ESSA Title III guidelines for English Learners (EL) and Immigrant Youth (IY). This position serves this student population and their families in planning for academic achievement and post-secondary success career goals in conjunction with school personnel to support EL needs for academic success. This position works in

collaboration with the Supervisor and Administrative Coordinator for the Global Welcome Centers and with professional school counselors in PWCS schools.

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in providing a World-Class Education,
- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Assists families and collaborates with GWC staff with the student enrollment and registration process by ensuring that student academic program planning is provided as pertains to the

review of educational records, analysis of foreign transcripts, counseling on educational opportunities, and, as appropriate, referrals to the Office of Special Education and outside agencies;

- Works within the beliefs, philosophy, and mission statements that each school counseling department has developed to align with the School Division’s mission statements and that of the Office of EL Programs and Services per state and federal regulations governing EL programs;
- Applies legal and ethical standards of the professional school counselor;
- Collaborates with school counselors and ESOL school leaders to monitor student progress of English learners at proficiency levels 1-6 to achieve the graduation plan;
- Advocates for the elimination of barriers to accessing a rigorous curriculum;
- Advocates for EL application to PWCS special programs such as Gifted Education, Honors and Advanced Placement courses, AVID (Advancement Via Individual Determination), and participation in outside leadership organizations, e.g., Hispanic Youth Institute;
- Manages the delivery of counseling services to address the academic, and career domains of EL as developmentally appropriate, for example, regarding critical educational transitions: K-12 school transfer; grade range (PreK to K, 5 to 6, 8 to 9), graduation requirements, and college and career readiness;
- Maintains student records and serves as an SIS Administrator to compile, generate, and interpret data related to student grade level placement and achievement;
- Develops, in consultation with the school director of counseling, data-driven action plans that align with school and school counseling program goals, impact closing the gap issues, and allow effective monitoring of student’s progress; and
- Attends PWCS meetings related to EL family outreach, school counseling services, and the ESOL Program and contributes to activities, e.g., EL graduation paths from cradle to career, summer school, high school course catalog, and master schedules
- Coordinates ESOL summer school registration and counseling services with the Supervisor of Non-Traditional Education and Summer Programs

Other Job Responsibilities

Qualifications for Successful Performance

Knowledge, Skills, Abilities and Behaviors

- Ability to uphold the ethical and professional standards of professional school counseling practices and support and maintain the development of a counseling program that is based on the American School Counselor Association (ASCA) National Model
- Knowledge of counseling theory and practice, public relations, school law, personnel management, administration, supervision, curriculum, and education processes
- Demonstrated leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community personnel
- Bilingual in Spanish and English for oral and written language with the skill to translate written material from English to Spanish

Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's Degree	Psychology, Social Work, or related field
Preferred	Master's Degree	In counseling from an approved school counselor education program

Work Experience Requirements

Equivalent to at least	Type	Area or Field
3 years	Specific	Successful full time experience as a Secondary school counselor preferred
1 year	Specific	Assisting families of English learners (EL) PreK-12
Some portion	Specific	High School experience and/or experience with transcript evaluations of educational transcripts
Some portion	Specific	High school experience

Certification and License Requirements

Certifications/ Licensures	Comments
State	Meets Virginia requirements for certification with an endorsement as a school counselor to include a minimum of 100 clock hours of practicum experience in one setting (PreK-6 or 7-12) and an internship of 100 hours minimum in a different setting (PreK-6 or 7-12)

Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements	Frequency
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Light work that includes lifting and moving objects up to 20 pounds.	Occasionally
Medium work that includes lifting and moving objects up to 50 pounds.	Not anticipated
Heavy work that includes lifting and moving objects up to 100 pounds or more.	Not anticipated
Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.	Not anticipated
Move about to accomplish tasks or move from one work site to another.	Frequently
Remain in a stationary position, often standing or sitting for prolonged periods.	Frequently
Operate non-office machinery and/or power tools.	Not anticipated
Repeat motions that involve the wrists, hands and/or fingers.	Occasionally
Move in different positions to complete tasks in various conditions and spaces.	Not anticipated
Operate motor vehicles or heavy equipment.	Not anticipated
Match or detect differences between colors, including shades of color and brightness.	Not anticipated
See details at a distance.	Not anticipated
See details at close range (within a few feet of the observer).	Consistently
See objects in the presence of glare or bright lighting.	Occasionally
See objects in the low lighting.	Occasionally
See objects or movement of objects using peripheral vision.	Not anticipated

Mental/Cognitive Requirements	Frequency
Listen to and understand information presented through spoken words and sentences.	Consistently
Read and understand information presented in writing.	Consistently
Communicate information in speaking so others will understand.	Consistently
Communicate information in writing so others will understand.	Consistently
Ability to generate ideas or develop creative ways to solve problems.	Consistently
Ability to tell if something is wrong or is likely to go wrong.	Consistently
Ability to apply general rules to specific problems to produce workable answers.	Consistently
Ability to combine pieces of information to form general rules or conclusions.	Consistently

Ability to arrange for certain order or pattern according to a specific or set of rules.	Frequently
Ability to create and apply rules for combining or grouping things in different ways.	Frequently
Ability to choose the right mathematical methods or formulas to solve a problem.	Occasionally
Ability to add, subtract, multiply, or divide quickly and correctly.	Occasionally
Ability to recall available information.	Consistently
Ability to acquire and organize visual information.	Consistently
Ability to manipulate and organize spatial information.	Occasionally
Ability to apply and maintain attention.	Consistently
Ability to manipulate and control objects.	Occasionally
Assess the accuracy, neatness, and thoroughness of the work assigned.	Consistently

Other Requirements Not Identified Above

Other Related Job Information

Budget authority: None
Number of direct reports: None
Number of schools served: All

Other Related Information	Description
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Serving the Community with Excellence

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.