COBB COUNTY
SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: IWC Student Advisor	**JOB CODE**: 144X
DIVISION: Academic Division/Teaching & Learning	**SALARY SCHEDULE:** Teacher
DEPARTMENT: Federal Programs	**WORK DAYS:** 238
REPORTS TO: Supervisor, International Welcome Center	**PAY GRADE:** CZ00 - Based on CIT (5, 6 or 7)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Performs all aspects of the student intake process for all middle school and high school level ESOL, international and immigrant students and their families in accordance with District ESOL and Title III requirements.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Teaching Certificate requirement, ESOL Endorsement preferred
3.	Experience: 5 years minimum teaching or school counseling experience required; experience with EL populations preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, bilingual preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Advises ESOL, international and immigrant students and their families about grade placement, academic profile and educational opportunities.
3.	Screens English proficiency of middle and high school PHLOTE students for ESOL program placement and/or IEL services; arranges transportation for IEL students from home school to IEL center.
4.	Reviews and evaluates documents such as international transcripts, educational history, and international exchange program applications to ensure a complete and accurate student profile for grade and course placement in accordance with federal, state and local requirements.
5.	Assists in the coordination of ESOL and international student intake staff for the student intake process.
6.	Collaborates with ESOL Supervisor, District ESOL Consultants, local school counselors and staff, content supervisors, policy, other departments and outside agencies to ensure accurate placement and support of EL and immigrant students, and international exchange students.
7.	Conducts interviews of PHLOTE families and students, secures social and academic background on students, and provides information and guidance regarding grade level and course credit requirements for graduation.
8.	Welcomes PHLOTE families, provides information and connects middle and high school ELs and immigrant students and their families with Parent Resource Facilitators, community contacts, agencies, and resources for self-improvement in terms of job skills and literacy and computer classes so they can be active participants in the education of their children.
9.	Coordinates communication with private schools in the district about available ESOL services and collection of data for the Private School Title III Service Annual Report and organizes the responses into a report.
10.	Ensures that logistics requirements are met in setting up Title III Professional Development Courses (both ESOL Endorsement and mini workshops), such as registration requirements, online needs, locations, instructors, time,

	syllabi, etc.; managing cohorts; and helping teacher candidates with submitting documentation of course completion and certification to RESA, CCSD Human Resources and the Professional Learning Division.
11.	Assists consultants and the Research and Data Analyst in the planning, development, and administration of needs assessment surveys on professional development, parental engagement, and EL reports and record keeping to all schools in the district as well as in the collection and organization of raw data into spreadsheets for analysis.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____