



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	ESOL Program Counselor
Payroll/Personnel Type:	10 Month
Reports to:	Director, ESOL Bilingual Migrant Program

Position Summary:

- The goal of this position is to support English language learners as they acquire socio-cultural skills and positive self-concept that are necessary to succeed in school.
- Assess and support socio-emotional needs of English language learners
- Assist families and school/district personnel with understanding the impact of acculturation on the lives of district ESOL students
- Consult with teachers, staff, parents and other pertinent ESOL personnel regarding meeting the emotional, social, educational, and/or developmental needs of students

Essential Functions:

- Interpret English language screening results to develop students' program of study that meets graduation requirements and supports language development
- Provide academic, emotional, social guidance appropriate for students with diverse cultural backgrounds
- Provide professional development to district staff regarding the needs of ELL students
- Serve as a resource for district counselors regarding guidance concerns of ELLs
- Work cooperatively and effectively with ESOL Bilingual Parent Support Team
- Acceptance of others' cultural and religious beliefs
- Assist ELL students and their families with post-secondary plans
- Plan and facilitate Transition Program for ELLs
- Plan and coordinate events that support college and career planning for ELL students

Knowledge, Skills, and Abilities:

- Be familiar with district standardized testing and accommodations available for ELLs
 - Awareness of ESOL program curriculum and course bulletin
 - Ability to work with parents from diverse cultural and linguistic backgrounds
 - Specialized skills and experience in working with English language learners, including administering English language assessments, evaluating international transcripts and working with interpreters
- **Have high expectations for refugee and immigrant students**

Experience:

- Thorough knowledge of crisis intervention techniques and procedures as they pertain to ESOL families
- Strong understanding and knowledge of customs of the American culture and other cultures
- Knowledge and sensitivity towards immigrant issues
- Thorough knowledge of resources serving the language minority communities
- Ability to establish rapport with students from other races and cultures
- Ability to work with parents and staff from other cultures and bridge cultural gaps between families and the school community



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- Demonstrate cultural sensitivity to families' views regarding mental health services
- Ability to inform and help culturally diverse families understand the benefits of community mental health services
- Well versed in developmental stages within a cultural context
- Knowledge of all ES, MS, and HS school processes ranging from social skills, parenting, conferences, graduation requirements, college scholarships, financial aid and community resources
- Ability to effectively communicate and collaborate with all entities within the district
- Ability to make presentations before large audiences
- Bicultural skills/experience necessary

Education:

- Master's Degree in Guidance and Counseling or equivalent (required)
- Missouri State Counseling Certificate

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.