



Job Postings for School for part-time or EC

Employment Information						
Job Title: English Language Learners Enrollment (BCA)				Date Requested: July 17, 2017		
Spanish (2), Chinese (1) and Arabic (1)						
Job Summary						
This work will require that the staff member complete registration documents for newly arrived immigrant students and English Language Learners beginning August 28, 2017 until the needs of the department are met.						
Essential Functions						
<ul style="list-style-type: none"> Collect and complete registration documents for newly arrived immigrant students and English Language Learners Commit to working 2 hours per day (4:00 pm–6:00pm) for the period August 28, 2017 until the needs of the department are met. <i>Daily schedule may vary depending on the needs of the department.</i> Work collaboratively as a team member, using technology as needed. Perform other duties that support the enrollment process 						
Minimum Requirements						
<ul style="list-style-type: none"> Hold the position of Bilingual Counseling Assistant in The School District of Philadelphia Demonstrate proficiency in both oral and written English Have experience working with immigrant families Have experience with immigrant registration Have no unsatisfactory documentation currently on file and/or pending disciplinary actions Have excellent attendance and punctuality record during the last three (3) years [defined as no more than eighteen (18) occasions of lateness or absence for personal illness in the last three (3) years.] A consecutive period of absences constitutes one occasion. 						
Application Procedure						
<ul style="list-style-type: none"> Please submit your letter of interest to Zoraida Olmo at zrolmo@philasd.org The candidate will be selected in accordance with Article XVII.C.1 of the agreement between the School District and the Philadelphia Federation of Teachers Selected candidates will be notified via email 						
Specific Criteria						
NOTE:						
<ul style="list-style-type: none"> Languages needed: Spanish (2), Arabic (1), Chinese (1) Attendance and work performance will be evaluated on an ongoing basis 						
School: Education Center – 440 N. Broad Street				Region:		
Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	
Hours:	2 Hours per Day (4-6pm). <i>Daily schedule may vary depending on the needs of the department.</i>					
Hourly Rate: Hourly rate				Benefits: NO		
Start Date: August 28, 2017						
Office Requesting Announcement: Office of Multilingual Curriculum and Programs						