



Job Postings for School for part-time or EC

Employment Information							
Job Title: <b>EL Enrollment (BCA)</b>				Date Requested:			
Job Summary							
<p>This work will require that the staff member complete registration documents for newly arrived immigrant students and English Learners (ELs) during the special immigrant registration from <b>July 30, 2018 to August 17, 2018</b>, with a mandatory training on <b>Thursday, July 26, 2018</b></p>							
Essential Functions							
<ul style="list-style-type: none"> <li>• Collect and complete registration documents for immigrant and English Learners</li> <li>• Commit to attending a mandatory training meeting on <b>Thursday, July 26, 2018</b> from 9-11 am</li> <li>• Commit to working 5 hours per day (8:00 am–1:00pm or 12:30–5:30pm) for the period <b>July 30, 2018 to August 17, 2018</b>. <i>Shifts will be assigned during the training meeting.</i></li> <li>• Work collaboratively as a team member, using technology as needed.</li> <li>• Perform other duties that support the enrollment process</li> </ul>							
Minimum Requirements							
<ul style="list-style-type: none"> <li>• Hold the position of Bilingual Counseling Assistant in The School District of Philadelphia</li> <li>• Demonstrate proficiency in both oral and written English</li> <li>• Have experience working with immigrant families</li> <li>• Have experience with immigrant registration</li> <li>• Have no unsatisfactory documentation currently on file and/or pending disciplinary actions</li> <li>• 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.</li> </ul>							
Application Procedure							
<ul style="list-style-type: none"> <li>• Please submit resume and cover letter by <b>June 29, 2017</b> to Zoraida Olmo at <a href="mailto:zrolmo@philasd.org">zrolmo@philasd.org</a></li> <li>• 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</li> <li>• Selected candidates will be notified via email on or before <b>July 6, 2018</b>.</li> </ul>							
Specific Criteria							
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Preferences will be given according to language needs</li> <li>• Attendance and work performance will be evaluated on an ongoing basis</li> </ul>							
School: <b>Education Center – 440 N. Broad Street</b>				Region:			
Dates:	Monday	Tuesday	Wednesday	Thursday	Friday		
Hours:	5 Hours per Day (7/30/18-8/17/18) with a 2 Hour Mandatory Training (7/26/17) )						
Hourly Rate: Hourly rate				Benefits: NO			
Start Date: July 30, 2018 (with mandatory training on July 26, 2018)							
Office Requesting Announcement: Office of Multilingual Curriculum and Programs							