



Job Postings for School for part-time or EC

| Employment Information | | | | | | | |
|--|---|---------|-----------|-----------|--------|--|--|
| Job Title: EL Enrollment (BCA) | | | | | | | |
| Job Summary | | | | | | | |
| 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 July 29, 2019 to August 23, 2019 , with a mandatory training on Thursday, July 25, 2019 | | | | | | | |
| Essential Functions | | | | | | | |
| <ul style="list-style-type: none"> Collect and complete registration documents for immigrant and English Learners (ELs) Commit to attending a mandatory training meeting on Thursday, July 25, 2019 from 9:00am-1:00pm Commit to working 5 hours per day (8:00am–1:00pm or 12:30–5:30pm) for the period July 29, 2019 to August 23, 2019. <u>PLEASE NOTE: Shifts will be determined by the Coordinator of the Multilingual Assessment Center (MAC). Candidates must be able to work either shift.</u> 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 resume and cover letter by June 7, 2019 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 on or before June 21, 2019 | | | | | | | |
| Specific Criteria | | | | | | | |
| NOTE: <ul style="list-style-type: none"> Preferences will be given according to language needs 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: | 5 Hours per Day (7/29/19-8/23/19) with a Mandatory Training (7/25/19)) | | | | | | |
| Hourly Rate: | Hourly rate | | | Benefits: | NO | | |
| Start Date: July 29, 2019 (with mandatory training on July 25, 2019) | | | | | | | |
| Office Requesting Announcement: Office of Multilingual Curriculum and Programs | | | | | | | |