



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: ESOL SUPPORT CARE MANAGER**

**QUALIFICATIONS:**

1. Minimum of a High School Diploma
2. 2 years' experience working with ESOL students and/or families, preferred
3. Bilingual preferred

**PHYSICAL REQUIREMENTS: Medium**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

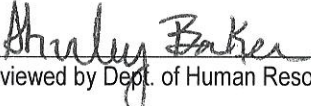
**PERFORMANCE RESPONSIBILITIES:**

1. Participates as an active member of the District Student Services team.
2. Provides direct assistance and support for ESOL students and families in the District.
3. Assists with registration and enrollment.
4. Translates when needed: parent meetings, written documents, internet resources, etc.
5. Makes connections with the BDS Mental Health Team or community mental health agencies, as appropriate.
6. Provides information on school-based and community resources to students, parents and families.
7. Collaborates with school administration, interventionist, social worker, school counselor(s) or problem-solving team to direct students to the appropriate service and monitors success.
8. Serves families and students by coordinating resources, home visits, and supports for overcoming barriers to school attendance.
9. Consults with parents, teachers and other school personnel to determine causes of problems and effective solutions.
10. Follows the professional standards and adheres to the ethics policy established by Bay District Schools.
11. Exhibits effective record keeping and communication skills in compliance with district and state guidelines, rules and laws.
12. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 4.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

APPROVED JUL 14 2020  
Adopted by Bay District School Board