



**Mission Statement:**

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

**About the District:**

Oswego Community Unit School District 308 is the Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield and Yorkville. The District is the 7th largest public school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

**Position:** Multilingual Screener

**Department:** Diverse Learners

**Reports To:** Director of Multilingual Learners

**Location:** District Administration Center (DAC)

**Position Type:** Part Time

**Work Hours:** Approximately 18-20 per hours per week

**Primary Function:**

Ensure proper and timely screening, processing and communication of students that may be eligible for Multilingual Learners (ML) and support general registrations.

**Responsibilities:**

- Administer initial English language proficiency assessments (e.g., WIDA Screener or equivalent) for new and transferring students.
- Accurately score and document screening results in accordance with district and state guidelines.
- Determine multilingual learners (ML) eligibility based on screening outcomes and home language survey responses.
- Support families through the student registration process, especially those with limited English proficiency.
- Review and verify registration documents, including proof of residence, immunization records, and previous school records.
- Ensure accurate completion of home language surveys and other required enrollment forms.

- Input and update student data into student information systems including District and State State databases.
- Maintain organized records of screening results, parent communication, and program placements.
- Ensure compliance with FERPA and other confidentiality regulations.
- Provide interpretation or arrange for language support during registration and screening processes.
- Communicate with families regarding next steps, program placement, and available resources.
- Distribute information about school district services in families' home languages.
- Work closely with ML and registration staff to ensure timely placement of students.
- Coordinate screening schedules with schools and central office teams.
- Participate in training and professional development related to ML identification and services.
- Follow federal, state, and district guidelines for ML identification and placement.
- Assist in preparing reports and data for compliance monitoring and audits.
- Greet and assist families visiting the Central Registration office with professionalism and empathy.
- Other duties as assigned

**Qualifications:**

- Professional Educator License.
- Teaching experience particularly within the ML department preferred.

**Competencies:**

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.

- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.



*The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.*

**FLSA Status:** Exempt

**Salary Schedule:** \$40 per hour

**Evaluation:** Non Bargaining

**Approved Date:** 8/22/2025