



**Peekskill City School District**  
*A System Focused on Every Student; Every Day*

*The Mission of the Peekskill City School District is to educate students in a caring, inspiring environment characterized by a spirit of excellence and high expectations; prepare graduates to meet or exceed standards; graduate students who respect and appreciate cultural diversity; and prepare students to pursue adult lives as contributing citizens of our local and global community.*

Office for  
Administrative Services/HR

1031 Elm Street • Peekskill, NY 10566-3499  
(914) 737-3300 FAX: (914) 737-3912

**PLEASE POST IN APPROPRIATE AREAS**  
**PERSONNEL BULLETIN # 1617-154**  
**ANTICIPATED VACANCIES**  
**February 3, 2017**

**POSITIONS:** English as New Language (ENL) Parent Liaison- (Two) 2 per building

**CERTIFICATION:** Holds valid English as a Second Language Certification.

**QUALIFICATIONS:** See attached

**LOCATION:** Building Level

**REPORTS TO:** Assistant Superintendent for Elementary and Secondary Education

**WORK SCHEDULE:** February 2017- June 2017

**SALARY:** \$48 per hour (testing students) (Title III LEP Grant Funded)  
\$40 per hour (paperwork without students) (Title III LEP Grant Funded)

**CLOSING DATE:** February 9, 2017

**INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: [www.personnel@peekskillcsd.org](http://www.personnel@peekskillcsd.org). Please include the personnel bulletin number in the subject line of your e-mail.

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.

# PEEKSKILL CITY SCHOOL DISTRICT

## English as New Language (ENL) Parent Liaison JOB DESCRIPTION

### **Primary Function:**

The job of the **English as New Language (ENL) Parent Liaison** was established for the purpose/s of overseeing the Peekskill City School District's intake and orientation process for English Language Learners.

### **Responsible to:**

- Assistant Superintendent for Elementary and Secondary Education
- Must have pre-approval from Assistant Superintendent for Elementary and Secondary Education to work

### **Qualifications:**

- Holds valid English as a Second Language Certification.
- A current Peekskill City School District employee

### **Leadership Responsibilities and Expectations:**

- Work collaboratively with the district registrar, central office and building personnel.
- Conduct social history intake of families/students of ELLs
- Administer NYSITELL and academic screenings in English and in home language
- Communicate with building principals and ENL teachers for appropriate placement of registered ELLs
- Ability to work flexible hours weekly (afterschool hours)

### **Other Duties:**

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools
- Submits items in a timely manner to the Assistant Superintendent for Elementary and Secondary Education, Superintendent of Schools and/or designee with appropriate recommendations based on thorough study and analysis.

### **Salary Range:**

- \$48 per hour (testing students) (Title III LEP Grant Funded)
- \$40 per hour (paperwork without students) ) (Title III LEP Grant Funded)

### **Work Schedule:**

- February 2017- June 2017