

The Teaching and Learning Administrative Support Technician (SEI Focus) is an assignment that administers and supports state mandated compliance procedures for English Learners. Also, this position focuses on appropriation of funding of curriculum and services that support English Learners and their families through state and grant funding. Lastly, this position supports the professional development of English Learners and classroom teachers with curriculum and technological resources to support English Learner academic success.

**Chain of Command**

The Teaching and Learning Administrative Support Technician works under supervision of a certified teacher and the English Language Development Coordinator. The Teaching and Learning Administrative Support Technician reports to the Executive Director of Teaching and Learning.

**Competencies of the Teaching and Learning Administrative Support Technician**

- Strong written and verbal communication skills
- Strong organizational and time management skills
- Demonstrates competency in the use of technology
- Self-directed to complete tasks
- Maintains confidentiality
- Bilingual preferred

**Essential Duties of the Teaching and Learning Administrative Support Technician**

- Administer the Arizona Language Learner Assessment (AZELLA)
- Monitor state mandated compliance paperwork/procedures
- Monitor student progress and maintain accurate data records
- Provide professional development to English Learners and classroom teachers/staff on instructional strategies and technological or curricular resources to support EL academic success
- Create and monitor PARs and purchase orders for Title III grant funding
- Purchase outside vendor curriculum, materials, or services
- Manage curriculum orders and support inventory and distribution of resources to school sites/classroom teachers
- Maintain student information system EL program participation and exit for accurate pupil funding
- Manage financial expenditures and reports
- Support ELD Summer School administrator in their work with staff and families
- Facilitate communication between families, staff and district personnel
- Provide translation communication support and
- Complete clerical tasks

**Minimum Qualifications**

High School Diploma or GED is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Associates Degree OR 60 higher education credit hours OR a qualifying score on a state recognized paraprofessional exam may be required.

**Preferred Qualifications**

Experience working with English Language Learners and K-8<sup>th</sup> grade classroom experience  
Bilingual

**Date Revised**

10.12.21