

## ISLIP PUBLIC SCHOOLS

# PERSONNEL BULLETIN



### PLEASE POST

DATE: 10/11/23

POSITION: Office Assistant – Part Time (17.5 hours/week) – ANTICIPATED  
August – June (11 Months)

LOCATION: High School – World Language/ENL

DUTIES: Assists in the ENL identification process- receiving paperwork from registration, informing teachers about new ENL entrants, retrieving NYSITELL results from BOCES; add ENL data in infinite campus and work closely with the data coordinator to make sure the process is accurate; cross check ENL data every quarter with data in infinite campus to ensure information accuracy; maintain ENL folders (district wide) in the ENL office with accurate paperwork and organization; contact other districts for ENL records if students come from another district; ensure that records from Islip are sent to other districts if a student transfers (this must be done in a timely manner and adhere to the 10 day identification window); prepare parent letters for each student to be sent out for new NYSESLAT results, newly identified students and any other letters that are required by NYS; order textbooks/books and supplies for the department. Collect orders from teachers in all schools, work with MS and HS to place teacher and department orders; order beverages, snacks, supplies and decor for ELL orientation night, seal of biliteracy and cultural night; assist in preparation of ELL orientation night, cultural night and seal of biliteracy award ceremonies as assigned by department coordinator; answers phones; does related work as required.

QUALIFICATIONS: Graduation from a standard senior high school or possession of a high school equivalency diploma

CLOSING DATE: 10/19/23

Submit letter of interest and resume to: **Donna Brower ([humanresources@islipufsd.org](mailto:humanresources@islipufsd.org))**  
**Office of Administrative Services**  
**Islip Public Schools**  
**215 Main Street**  
**Islip, New York 11751**

*The Islip School District hereby advises students, parents, employees, and the general public that it offers employment opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. Inquiries regarding this non-discrimination policy may be directed to: Title IX Coordinator and/or Section 504 Coordinator: Location: Central Administration Building, 215 Main Street, Islip, New York 11751.*