



REVISED:
07/25/2017

JOB TITLE:	BILINGUAL TRANSPORTATION LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8231
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plan and implement transportation for ELL students enrolled in JCPS and serve as a liaison between the ESL office and the JCPS Transportation Department. Maintain accurate data pertaining to students registering through the ESL Intake Office.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Research and establish school transportation for ELL students
- Serves as liaison with the JCPS Transportation Department for the ESL Office
- Notifies bus compounds, schools, families, and refugee resettlement agencies of bus transportation for ELL students
- Processes address changes with proper proof of address for ELL students changing addresses resulting in the change of school
- Maintains accurate data of address changes for ELL families
- Researches and establishes transportation for ELL students participating in the after school programs and JCPS Summer programs
- Assists ELL families during the registration process at the ESL Office with translations and interpretation
- Provides language support for parents requesting school information and needing assistance
- Serves as liaison with the JCPS Transportation Department for the ESL Office
- Works with Demographics when processing address changes for ELL families
- Works closely with the ECE transportation services
- Supports the work of the Student Assignment Department and the Homeless Education Program
- Serves as a certified Infinite Campus Registrar
- Maintains accurate email distribution lists for emailing transportation and enrollment information
- Collaborates with the ESL Intake Center Coordinator in coordinating transportation for special events
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

- Associate's degree or approved equivalent training (64 college semester hours) and experience
- One (1) year successful experience
- Demonstrated proficiency in two (2) languages: English and another appropriate language

Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds

Knowledge of or receptive to philosophy, policy, and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in teaching multi-age group
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