



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists English Language Learner families with information about school enrollment, as well as administers the initial English language proficiency assessment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists international families with the school enrollment process

Administers the initial English language proficiency assessment for school placement

Discusses results of the initial English language proficiency assessment with parents and students

Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications

Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning English Language Learners enrolling with JCPS including students from the refugee resettlement agencies

Provides interpretations over phone and/or in-person

Serves as a certified Infinite Campus Registrar

Provides placement, bus, and school information to new ELL students and families by phone or in-person

Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of 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
Experience in a diverse workplace