



REVISED:
07/01/2017

JOB TITLE:	BILINGUAL COMMUNITY LIAISON
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Serves as a JCPS/ESL Liaison for local Refugee Resettlement Agencies as well as for the School and Community Nutrition Services. Assists ELL students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Builds/Updates Households in Infinite Campus and creates initial PSPs (Program Service Plan) for new and returning students including Refugee Resettlement Agencies
- Communicates with Refugee Resettlement Agency representatives and schedules ESL School Registrations at their locations
- Creates/maintains ESL student Registration Lists and reports from Refugee Resettlement Agencies
- Provides translations and interpretations (phone and/or in person)
- Coordinates with FNS (Food and Nutrition Services) by forwarding applications for students registered at ESL Intake
- Assists in the enrollment of ELL students
- Guides ELL students and families in the process of school registration, Magnet, and Optional Application and Student Transfer
- Answers and routes phone calls and requests from schools
- Supports administration of initial English language proficiency assessment for ELL families
- Participates actively in PD Sessions related to ELL students, refugees and immigrants, and other JCPS policies
- Leads community sessions about school choices and other JCPS Programs available for ELL students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)
- Assists parents in the online student application process
- 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 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
- Demonstrated proficiency in two (2) languages: English and another appropriate language
- 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