



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN DATA BILINGUAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8149
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Operates computer terminals to enter data from a number of sources; maintains accurate and current files, records and database files. Assists international families with school enrollment. Collaborates with other JCPS departments to ensure enrollment and academic progress of ELL students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate LEP records and provides data to appropriate personnel

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

Provides language support for ELL students and families in school related activities

Provides training to new Infinite Campus Registrars

Answers and routes phone calls and requests from schools and other JCPS departments

Works closely with Magnet Office, Student Transfer Department, Student Assignment, Early Childhood Department and Demographics Office

Prepares and submits Caregiver Affidavit, Non-parental Enrollment Affidavit and Power of Attorney Forms for ELL families

Supports administration of initial English language proficiency assessment for ELL students

Administers the initial English language proficiency assessment

Assists ESL Intake Coordinator on school placements

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