



REVISED:
07/01/2017

JOB TITLE:	BILINGUAL DATA TECHNICIAN
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
Operate computer terminals to enter data from a number of sources; maintain accurate and current files, records and database files. Assist international families with school enrollment. Collaborate 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

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