



REVISED:  
07/01/2017

JOB TITLE:	BILINGUAL ENROLLMENT FACILITATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8241
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Greet visitors including parents, local school personnel, and community persons. Assist callers by answering inquiries relative to Intake operations, and routing phone calls. Assist parents with student registration and assessment and student scheduling. Gather information and documents relative to student registration. Maintain reports relative to registration.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as first contact for ELL families in person or via telephone
- Interprets for ELL families in person or via telephone
- Assists families requesting additional language support
- Answers general Intake inquiries and routes incoming calls
- Maintains a neat and orderly waiting area
- Schedules appointments for student registration and assessment
- Gathers information and documentation relative to student registration
- Assists ELL families in completing registration forms
- Requests student records
- Maintains student registration reports
- Prepares and prints daily student appointment schedule
- Operates and maintains office copiers, computers and printers
- Prepares and distributes correspondence as directed by supervisor Creates and maintains student data as directed by supervisor
- 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