



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

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
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

Greets visitors including parents, local school personnel, and community persons. Assists callers by answering inquiries relative to Intake operations, and routing phone calls. Assists parents with student registration and assessment and student scheduling. Gathers information and documents relative to student registration. Maintains 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  
 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
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<b>DESIRABLE QUALIFICATIONS</b>
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Bachelor's degree
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Experience in teaching multi-age group
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Experience in a diverse workplace
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