



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

JOB TITLE:	COORDINATOR BILINGUAL LANGUAGE SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	240 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8237
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Facilitates and oversees District-wide language services operation. Provides technical assistance to District and program staff. Communicates with international parents, school personnel, and outside agencies. Develops, monitors and implements procedures to access bilingual support.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and directs the work of interpreters and translators

Oversees the work of Facilitators Bilingual Language Support

Provides training for Instructor Bilingual Associates who serve as interpreters

Evaluates the effectiveness of services

Suggests and implements changes to improve effectiveness of services

Provides technical assistance to District and school staff in need of bilingual support

Facilitates communication between schools/programs and international families

Assists in planning and implementation of special events and activities

Collaborates with all programs/departments to provide effective services

Receives interpreter and translation requests

Prepares interpreter and/or translation requests

Assigns interpreters and/or translators to specific jobs

Provides interpreters with specifics for the job

Keeps requesters updated while job is being processed

Emails outcomes to requesters after parents are contacted

Refers JCPS callers for on-demand interpretation

Proofreads appropriate translations

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 primarily sedentary. 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. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in area of assignment

One (1) year successful experience in administration/supervision
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace