



REVISED:
07/01/2017

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| JOB TITLE: | BILINGUAL LANGUAGE SERVICES COORDINATOR |
| 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 Bilingual Language Support Facilitators
- Provides training for Bilingual Associate Instructors 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

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 successful experience in area of assignment
- One (1) year successful experience in administration/supervision
- Effective communication skills

| DESIRABLE QUALIFICATIONS |
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| Experience in working with different age groups |
| Experience in working with community organizations and agencies |