



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

JOB TITLE:	COORDINATOR ESL INTAKE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8157
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the operations of the ESL Intake Center which assists ELL families with the school enrollment process. Provides technical assistance to District, school staff and the community in the areas of assignment involving the development, monitoring and implementation of protocols related to the English as a Second Language Program and English language learners. Leads regular community educational sessions about JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervision of ESL Intake Center staff
Oversees and directs the work of the Infinite Campus registrars, Bilingual Transportation Manager, Bilingual Data Technician, Bilingual Enrollment Facilitator, Bilingual Community Liaison, Receptionist, Data Management / Research Technician, and Clerks
Meets with ESL Intake Center staff regularly to monitor effectiveness of services
Assures placement of ELL students registering through the ESL Intake Center using Student Assignment System (SAS)
Facilitates transitioning plan for newcomer students at ESL NCA Academy
Aids parents in the online student application process
Maintains accurate ESL Intake records related to student registration, school enrollment and LEP identification
Provides data and reports to ESL Director, ESL Specialist and other JCPS departments
Provides technical assistance to District staff, schools and the community in the areas of school assignment and LEP identification
Assures compliance with District, state and federal regulations and procedures related to areas of student assignment and LEP identification
Designs and provides professional learning opportunities for EL Intake center staff, school staff, and community representatives
Processes ELL referrals from Private, Non Profit, and Home Schools
Processes ELL referrals for student identification (LEP) from the District
Supports students and schools during crisis as a certified responder with JCPS Guidance office
Collaborates with local and state colleges and universities facilitating access to secondary education for JCPS high school students
Evaluates staff as assigned
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 year of successful experience in administration/supervision

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace