



NEW:

07/01/2017

JOB TITLE:	ESL INTAKE COORDINATOR
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

Responsible for the operations of the ESL Intake Center which assists ELL families with the school enrollment process. Provide 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. Lead 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

Support students and schools during crisis as a certified responder with JCPS Guidance office

Collaborate with local and state colleges and universities facilitating access to secondary education for JCPS high school students

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 year 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