



NEW: 11/11/2020 Submitted: 11/10/2020

JOB TITLE:	COORDINATOR BILINGUAL LANGUAGE SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
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

- Develops and maintains procedures to access language support in the district
- Evaluates and implements changes to improve the effectiveness of services
- Promotes the use of language support in non-instructional settings
- Collaborates with all JCPS schools, programs and departments to provide effective services
- Serves as a liaison for outside agencies contracted by the district to provide language support
- Assists district employees with technical issues related to language support interruptions
- Prepares reports and recommendations for the district for the Language Services operation
- Develops the Language Services budget and allocates funding for services
- Oversees the work of the Language Services staff
- Evaluates Language Services staff
- Completes translations of documents when appropriate
- Proofreads translations of documents when appropriate
- 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

DESIRABLE QUALIFICATIONS

- Experience in working with different age groups
- Experience in working with community organizations and agencies

Experience in a diverse workplace