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

NEW: 11/11/2020

Submitted: 11/10/2020

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