



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

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|------------------------|--------------------------|
| JOB TITLE:             | COORDINATOR ESL INTAKE   |
| DIVISION               | ACADEMIC SERVICES        |
| SALARY SCHEDULE/GRADE: | II, GRADE 5              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| 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