



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

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 Days
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists English Language Learner families with information about school enrollment, as well as administers the initial English language proficiency assessment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists international families with the school enrollment process
- Administers the initial English language proficiency assessment for school placement
- Discusses results of the initial English language proficiency assessment with parents and students
- Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications
- Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning English Language Learners enrolling with JCPS including students from the refugee resettlement agencies
- Provides interpretations over phone and/or in-person
- Serves as a certified Infinite Campus Registrar
- Provides placement, bus, and school information to new ELL students and families by phone or in-person
- Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where 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 performed while standing or walking. 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.

MINIMUM QUALIFICATIONS

- Associate's Degree or approved equivalent training (64 college semester hours) and experience
- One (1) year of successful experience
- Demonstrated proficiency in two (2) languages: English and another appropriate language
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Bachelor's Degree

Experience in teaching multi-age group
Experience in a diverse workplace