



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

JOB TITLE:	LIAISON TRANSPORTATION BILINGUAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8231
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Plans and implements transportation for ELL students enrolled in JCPS and serve as a liaison between the ESL office and the JCPS Transportation Department. Maintains accurate data pertaining to students registering through the ESL Intake Office.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches and establishes school transportation for ELL students

Serves as liaison with the JCPS Transportation Department for the ESL Office

Notifies bus compounds, schools, families, and refugee resettlement agencies of bus transportation for ELL students

Processes address changes with proper proof of address for ELL students changing addresses resulting in the change of school

Maintains accurate data of address changes for ELL families

Researches and establishes transportation for ELL students participating in the after school programs and JCPS Summer programs

Assists ELL families during the registration process at the ESL Office with translations and interpretation

Provides language support for parents requesting school information and needing assistance

Serves as liaison with the JCPS Transportation Department for the ESL Office

Works with Demographics when processing address changes for ELL families

Works closely with the ECE transportation services

Supports the work of the Student Assignment Department and the Homeless Education Program

Serves as a certified Infinite Campus Registrar

Maintains accurate email distribution lists for emailing transportation and enrollment information

Collaborates with the ESL Intake Center Coordinator in coordinating transportation for special events

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