



REVISED: 07/01/2024  
Submitted: 03/26/2024

JOB TITLE:	COORDINATOR ASSESSMENT OFFICE OF MULTILINGUAL LEARNERS (OML) WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8129
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Supervises the Office of Multilingual Learners Welcome Center Assessment unit, oversees scheduling of appointments of ML families, and trains and supervises assigned Welcome Center personnel.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides training and supervises the work of Facilitators Bilingual Assessment
- Meets with Welcome Center Assessment Team regularly to monitor effectiveness of services
- Serves as a certified Infinite Campus Registrar, and trains assessment personnel
- Aids parents in the online student application process
- Maintains accurate Intake records related to student registration and school enrollment
- Provides data and reports to Director, Specialist ML Instruction
- Provides technical assistance to District staff regarding English language assessments
- Assures compliance with District, state, and federal regulations and procedures related to areas of ML assignment
- Designs and provides professional learning opportunities and job embedded training for Welcome Center Assessment Team, school staff, and community representatives
- Processes and schedules assessments for ML referrals from Private, Non Profit, and Home Schools
- Processes and schedules assessments for ML referrals from the District
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction
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- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

This work is conducted in an office and school settings. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek). The work requires activities involving driving automotive equipment and leading professional development.

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