



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

JOB TITLE:	LIAISON COMMUNITY BILINGUAL
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Serves as a JCPS Liaison for local Refugee Resettlement Agencies. Assists international or multilingual students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Builds/updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies

Communicates with Refugee Resettlement Agency representatives and schedules School Registrations for international families at their locations

Creates/maintains Multilingual Learner (ML) student Registration Lists and reports from Refugee Resettlement Agencies

Provides translations and interpretations (phone and/or in person)

Assists in the registration of international or multilingual students

Assists international or multilingual students and families in the process of school registration, magnet, and optional application and student transfer

Answers and routes phone calls and requests from schools

Supports administration of initial English language proficiency assessment for families of MLs

Participates actively in PD Sessions related to ML students, refugees and immigrants, and other JCPS policies

Leads community sessions about school choices and other JCPS Programs available for students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)

Assists parents in the online student application process

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

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.

MINIMUM QUALIFICATIONS
Associate 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
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