



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

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists international or multilingual families with information about school enrollment, as well as administers the initial English language proficiency assessment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists international or multilingual families with the school enrollment process

Administers the initial English language proficiency assessment

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 Multilingual Learners (MLs) 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 school information to new ML 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite 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'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