



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

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8241
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Greets visitors including parents, local school personnel, and community persons. Assists callers by answering inquiries relative to OML Welcome Center operations, and routing phone calls. Assists parents with student registration and assessment and student scheduling. Gathers information and documents relative to student registration. Maintains reports relative to registration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as first contact for international or multilingual families in person or via telephone

Interprets for international or multilingual families in person or via telephone

Assists families requesting additional language support

Answers general Office of Multilingual Learners Welcome Center inquiries and routes incoming calls

Maintains a neat and orderly waiting area

Schedules appointments for student registration and assessment

Gathers information and documentation relative to student registration

Assists international or multilingual families in completing registration forms

Requests and processes student records

Maintains OML Welcome Center reports

Prepares and prints daily student appointment schedule

Operates and maintains office copiers, computers and printers

Supports school and community events as directed by supervisor.

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