



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

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| JOB TITLE: | TECHNICIAN DATA 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

Operates computer terminals to enter data from a number of sources; maintains accurate and current files, records and database files. Assists international families with school enrollment. Collaborates with other JCPS departments to ensure enrollment and academic progress of Multilingual Learners (MLs).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains accurate Multilingual Learner (ML) records and provides data to appropriate personnel

Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications

Provides language support for ML students and families in school related activities

Provides training to new Infinite Campus Registrars

Answers and routes phone calls and requests from schools and other JCPS departments

Works closely with Magnet Office, Student Transfer Department, Student Assignment, Early Childhood Department and Demographics Office

Supports administration of initial English language proficiency assessment for ML students

Assists Coordinator Intake Office of Multilingual Learners (OML) Welcome Center on school placement

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).

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

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| 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 |
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| Bachelor's Degree |
| Experience in teaching multi-age group |
| Experience in a diverse workplace |