



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

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS TRANSITION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Supports schools in providing ML services to transitioning and newly arrived students to ensure student success in new learning environments. Responsible for training, supervision, and oversight of programming pertaining to newly arrived students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors and supports post-secondary readiness requirements for MLs
Collaborates with the community and district staff to help students successfully meet their post-secondary goals
Collaborates with summer/extending learning leads to coordinate summer programming options for students, including programming for students in need of graduation credits
Monitors Proficient ML students' academic achievement in general education classrooms
Monitors/supports graduation requirements and collaboration with post-secondary office
Coordinates contracts and budgets relating to program goals
Collaborates with A1 schools to prepare and plan for transitioning students and newly arrived students
Collaborates with counselors, master schedulers, school administrators to ensure refugee, immigrant, and newly arrived students are scheduled appropriately for course credit attainment
Reviews and monitors reports for proper scheduling of refugee, immigrant, and newly arrived students to receive ML programming and coordinates with school staff
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, negotiated agreements, and JCPS policies, rules, and procedures
Supports ML programming for transitioning and newly arrived students
Monitors and supports newly arrived students' enrollment, placement, and progress
Supports teachers of transitioning and newly arrived students to enhance the ability of teachers to understand the use of curricula, assessment measures, and research-based instructional strategies for MLs
Works with transitioning and newly arrived families to help support their child's education
Coordinates and delivers high-quality professional development designed to improve the instruction and assessment of Multilingual Learners
Evaluates staff as assigned
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 and leading professional development.

MINIMUM QUALIFICATIONS
Bachelor's Degree in specific content area
Master's degree in Teaching
ESL Certificate
Five (5) years of teaching experience in area of assignment
Effective communication skills

DESIRABLE QUALIFICATIONS
Certificate in Administration and/or Supervision (Principal Certification)
Experience working with high school students
Experience in diverse workplace