



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

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8235
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Works with the Coordinator Bilingual Language Services and Specialist ML School Community Support to facilitate and oversee district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fills in when Coordinator Bilingual Language Services is absent

Works closely with the Coordinator Bilingual Language Services and Specialist ML School Community Support to obtain current and new practices

Receives and reviews all requests for language support

Determines best language support method

Secures interpreters/translators for specific jobs

Provides interpreter/translator with specifics for the job

Keeps requesters updated while request for language support is being processed

Works with outside agencies contracted by the district to provide language support

Completes translations of documents when appropriate

Proofreads translations of documents when appropriate

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

PHYSICAL DEMANDS

This work is conducted in an office setting. 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

Bachelor's Degree

Three (3) years 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
Master's Degree
Experience in teaching multi-age group
Experience in a diverse workplace