



REVISED:
07/25/17

JOB TITLE:	BILINGUAL TRANSPORTATION LIAISON
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8231
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plan and implement transportation for ELL students enrolled in JCPS and serve as a liaison between the ESL office and the JCPS Transportation Department. Maintain accurate data pertaining to students registering through the ESL Intake Office.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Research and establish school transportation for ELL students
 Serves as liaison with the JCPS Transportation Department for the ESL Office
 Notifies bus compounds, schools, families, and refugee resettlement agencies of bus transportation for ELL students
 Processes address changes with proper proof of address for ELL students changing addresses resulting in the change of school
 Maintains accurate data of address changes for ELL families
 Researches and establishes transportation for ELL students participating in the after school programs and JCPS Summer programs
 Assists ELL families during the registration process at the ESL Office with translations and interpretation
 Provides language support for parents requesting school information and needing assistance
 Serves as liaison with the JCPS Transportation Department for the ESL Office
 Works with Demographics when processing address changes for ELL families
 Works closely with the ECE transportation services
 Supports the work of the Student Assignment Department and the Homeless Education Program
 Serves as a certified Infinite Campus Registrar
 Maintains accurate email distribution lists for emailing transportation and enrollment information
 Collaborates with the ESL Intake Center Coordinator in coordinating transportation for special events
 Performs other duties as assigned by ESL Intake Center Coordinator

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

Associate's degree or approved equivalent training (64 college semester hours) and experience
 One (1) year 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

DESIRABLE QUALIFICATIONS

Bachelor's degree
 Experience in teaching multi-age group