

Revised:                      Submitted:  
 03/29/2023                03/28/2023  
 03/27/2024                03/26/2024

JOB TITLE:	COORDINATOR <del>PROGRAM OF</del> PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to ~~District and school~~ the District's instructional and classified staff in the areas of ~~assignment~~ Professional Learning involving the development, monitoring and implementation of ~~assigned-program or activity~~. Provides ~~in-service as assigned~~ high quality professional learning systems.-

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Works closely with ~~program personnel~~ the Professional Development Office and other JCPS departments in developing and implementing ~~educational programs and support services~~ high quality professional learning experiences and systems

Provides ~~training and supervision for program staff~~ professional learning to department and school staff on various topics, on the professional learning platforms, and other areas related to staff growth

~~Oversees and directs the work of committees and task forces as assigned~~  
 Provides professional learning for classified staff and other staff as directed

Meets with ~~program staff~~ the professional learning department and other departments regularly to monitor effectiveness of ~~services~~ professional learning systems

Maintains accurate records on ~~the program~~ JCPS professional learning and provides data and reports to appropriate personnel

Evaluates effectiveness of ~~assigned programs or activities~~ professional learning systems within JCPS

Provides technical assistance to District and school staff in ~~the use of professional learning platforms and other~~ the areas of assignment

Assures compliance with local, state and federal regulations and procedures related to areas of assignment

Researches past and current practices in ~~areas assigned~~ professional learning and integrates research in areas of responsibility

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**

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.~~

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 in area of responsibilities

Three (3) years of experience in area of assignment

One (1) year successful experience in administration/supervision

Effective communication skills

#### DESIRABLE QUALIFICATIONS

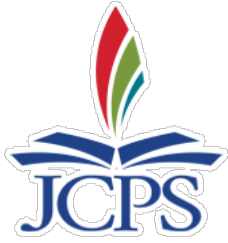
Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace

#### Footnote

~~Positions categorically funded are subject to periodic review based on availability of funds and continued need for the project.~~



Revised: 03/27/2024      Submitted: 03/27/2024

JOB TITLE:	COORDINATOR OF PROFESSIONAL DEVELOPMENT AND LEARNING
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8294
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to the District’s instructional and classified staff in the area of Professional Learning involving the development, monitoring and implementation of high quality professional learning systems.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Works closely with the Professional Development Office and other JCPS departments in developing and implementing high quality professional learning experiences and systems
- Provides professional learning to department and school staff on various topics, on the professional learning platforms, and other areas related to staff growth
- Provides professional learning for classified staff and other staff as directed
- Meets with the professional learning department and other departments regularly to monitor effectiveness of professional learning systems
- Maintains accurate records on JCPS professional learning and provides data and reports to appropriate personnel
- Evaluates effectiveness of professional learning systems within JCPS
- Provides technical assistance to District and school staff in the use of professional learning platforms and other areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to areas of assignment
- Researches past and current practices in professional learning and integrates research in areas of responsibility
- 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.

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**MINIMUM QUALIFICATIONS**

- Bachelor's degree in area of responsibilities
- Three (3) years of experience in area of assignment

One (1) year successful experience in administration/supervision
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Experience in working with different age groups
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Experience in working with community organizations and agencies
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Experience in a diverse workplace
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~~NEW REVISED:~~    ~~SUBMITTED:~~  
~~11/15/2023~~    ~~11/14/2023~~  
 07/01/2024    03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR EXTENDED PROGRAMS & STUDENT LEARNING PROGRAMS
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE <del>12</del> 13
WORK YEAR:	<del>260 Days</del> AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	<del>4060</del>
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to, direct supervision of, and oversees summer and extended learning programs year-round; encourages the development and growth of professional learning communities in order to improve student learning outcomes across the district; supports District curricular and instructional goals; plans, organizes, and executes programs and projects related to extended learning; provides consistency to the year round student learning experience by overseeing district grading and assessing committees; maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Collaborates with the Academics department, additional district leaders District and school-based staff to support achievement for all students and close achievement and opportunity gaps
Establishes a culture for learning through by articulating-developing a clear, specific, and compelling district vision for professional learning communities
Develops collaborative guidelines for the student learning experience through oversight of the Student Progression, Promotion and Graduation, as well as the Assessing Learning and Grading Framework
Researches high quality instructional resources and pedagogical practices to leverage adult and student success
Analyzes data sets and student work to evaluate the effectiveness of school and district programs
Facilitates, guides and leads with the purpose of implementing best practices around progress monitoring, grading, and feedback to support student learning
Works closely with District leadership on projects that involve internal and external-community partners.
Assists school and district leaders in effective planning, implementation, evaluation and monitoring of Extended School Services
Monitors Extended School Services programs for compliance with Title I legislation and guidelines
Assists in planning, developing, implementing professional learning for school-based personnel and district staff
Identifies needs in the area of academics and works with internal and external partners to address those needs through extended learning opportunities
Assists Principals and school leadership teams to expand their repertoire of extended learning opportunities
Leads and participates on committees as assigned
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite and school locations for collaboration, customer

support, and team interaction

#### PHYSICAL DEMANDS

~~This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.~~ 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. The work ~~also requires activities involving exposure to marked changes in temperature and humidity and~~ driving automotive equipment.

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

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Successful leadership experience

Ability to interpret data and assist in developing/refining appropriate instructional supports

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Experience in diverse workplace



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

JOB TITLE:	EXECUTIVE DIRECTOR EXTENDED PROGRAMS AND STUDENT LEARNING
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership to, direct supervision of, and oversees summer and extended learning programs year-round; encourages the development and growth of professional learning communities in order to improve student learning outcomes across the district; supports District curricular and instructional goals; plans, organizes, and executes programs and projects related to extended learning; provides consistency to the year round student learning experience by overseeing district grading and assessing committees; maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Collaborates with the Academics department, additional district leaders and school-based staff to support achievement for all students and close achievement and opportunity gaps
- Establishes a culture for learning by developing a clear, specific, and compelling district vision for professional learning communities
- Develops collaborative guidelines for the student learning experience through oversight of the Student Progression, Promotion and Graduation, as well as the Assessing Learning and Grading Framework
- Researches high quality instructional resources and pedagogical practices to leverage adult and student success
- Analyzes data sets and student work to evaluate the effectiveness of school and district programs
- Facilitates, guides and leads with the purpose of implementing best practices around progress monitoring, grading, and feedback to support student learning
- Works closely with District leadership on projects that involve internal and external community partners.
- Assists school and district leaders in effective planning, implementation, evaluation and monitoring of Extended School Services
- Monitors Extended School Services programs for compliance with Title I legislation and guidelines
- Assists in planning, developing, implementing professional learning for school-based personnel and district staff
- Identifies needs in the area of academics and works with internal and external partners to address those needs through extended learning opportunities
- Assists Principals and school leadership teams to expand their repertoire of extended learning opportunities
- Leads and participates on committees as assigned
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite and school locations 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. The work also requires driving automotive equipment.

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### MINIMUM QUALIFICATIONS

Master's degree with KY certification in Administration and/or Supervision (Principal Certification)

Three (3) years of successful teaching experience at the appropriate level

Experience delivering and planning professional learning

Successful leadership experience

Ability to interpret data and assist in developing/refining appropriate instructional supports

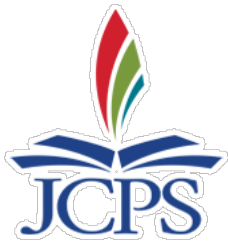
Effective communication skills

### DESIRABLE QUALIFICATIONS

Successful experience as an administrator

Experience in diverse workplace





REVISED:  
 11/15/2023  
 03/27/2024

Submitted:  
 11/15/2023  
 03/26/2024

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

**SCOPE OF RESPONSIBILITIES**

Provides content support to personnel at school locations; assists in planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; supports schools in the design, coordination, and implementation of curriculum and instruction. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups, including the Office of Multilingual Learners, aimed at improving academic achievement. They will align planning to the District’s strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for content area improvement. The specialist may be utilized to work directly with Enhanced Support Schools and within the Choice Zone.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Develops and provides training, consultation, and other support to administrators, teachers, and schoolbased leadership teams in content area improvement including culturally responsive instructional strategies designed to eliminate achievement and opportunity gaps
  - Supports schools in designing and implementing best instructional practices in the assigned area
  - Assists with curriculum development and refinement in the assigned area
  - Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to the assigned area
  - Encourages and models skillful use of data to inform decision making as related to the assigned area
  - Analyzes a variety of student performance data to make decisions about professional learning needs in the assigned area
  - Practices culturally responsive teaching and leadership in the development of curricular resources, professional learning for educators, and daily practice
  - Supports schools and teachers in coordination with the Office of Multilingual Learners to provide research based instructional strategies and curricular support to MLs
  - Provides support and coaching for teachers in the assigned area to design and implement rigorous instruction and assessments that are aligned to standards
  - Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including Enhanced Support Schools
  - Provides assistance to teachers and other staff to provide effective instruction in the assigned area
  - Completes all trainings and other compliance requirements as assigned and by the designated deadline
  - Performs other duties as assigned 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

### PHYSICAL DEMANDS

~~This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations~~

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### MINIMUM QUALIFICATIONS

Certificate in Administration and/or Supervision (~~Supervisor of Instruction and/or~~ Principal Certification)

Master's degree with valid Kentucky teaching certificate

Five (5) years successful teaching experience

Expertise in equity, inclusion, and culturally responsive education

Ability to work successfully with others

Effective communication skills

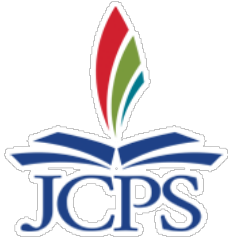
### DESIRABLE QUALIFICATIONS

Demonstrated leadership experience

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting professional development sessions

Experience with diverse groups of students



REVISED:  
03/27/2024

Submitted:  
03/26/2024

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

**SCOPE OF RESPONSIBILITIES**

Provides content support to personnel at school locations; assists in planning, implementation, evaluation and monitoring, and assists in curriculum development/ refinement; supports schools in the design, coordination, and implementation of curriculum and instruction. They will assist with the identification of appropriate core, supplement, and intervention instructional supports. This work will be coordinated with various role groups, including the Office of Multilingual Learners, aimed at improving academic achievement. They will align planning to the District's strategic plan, all state and federal requirements, and will work closely with other departments across the District to ensure coherence in planning and implementation for content area improvement. The specialist may be utilized to work directly with Enhanced Support Schools and within the Choice Zone.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Develops and provides training, consultation, and other support to administrators, teachers, and schoolbased leadership teams in content area improvement including culturally responsive instructional strategies designed to eliminate achievement and opportunity gaps
- Supports schools in designing and implementing best instructional practices in the assigned area
- Assists with curriculum development and refinement in the assigned area
- Identifies professional learning needs for both school and district personnel and coordinates training as needed as related to the assigned area
- Encourages and models skillful use of data to inform decision making as related to the assigned area
- Analyzes a variety of student performance data to make decisions about professional learning needs in the assigned area
- Practices culturally responsive teaching and leadership in the development of curricular resources, professional learning for educators, and daily practice
- Supports schools and teachers in coordination with the Office of Multilingual Learners to provide research based instructional strategies and curricular support to MLs
- Provides support and coaching for teachers in the assigned area to design and implement rigorous instruction and assessments that are aligned to standards
- Works collaboratively with District leadership and school leadership teams to align school initiatives with District strategic plans and initiatives, including Enhanced Support Schools
- Provides assistance to teachers and other staff to provide effective instruction in the assigned area
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned 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

**PHYSICAL DEMANDS**

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#### MINIMUM QUALIFICATIONS

Certificate in Administration and/or Supervision (Supervisor of Instruction and/or Principal Certification)

Master's degree with valid Kentucky teaching certificate

Five (5) years successful teaching experience

Expertise in equity, inclusion, and culturally responsive education

Ability to work successfully with others

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership experience

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting professional development sessions

Experience with diverse groups of students



Revised: Submitted:  
~~07/26/2023~~ ~~07/25/2023~~  
 07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR MULTILINGUAL LEARNERS
DIVISION:	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE <del>12</del> 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4248
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Plans and delivers district supports for ~~English Language Learners~~ Multilingual Learners (MLs) to provide equitable access to meaningful English language development and content instruction so that all ~~English Language Learners~~ MLs have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the ~~ESL Department~~ Office of Multilingual Learners (OML). Provides oversight, guidance, and technical support to principals and district leaders around for planning and developing the District's support service and instructional plan for ML students. Plans, organizes, and executes programs and projects related to ML programming and maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Works with Assistant Superintendent to provide leadership to ML program and content staff so that teachers and school leaders are supported

Develops and reviews program plans with the supervisor and District leadership that meets the requirements of state, federal, and District guidelines

Collaborates with District and school-based staff to support achievement for all students and close achievement and opportunity gaps

Works closely with District leadership on projects that involve internal and external/community partners

Manages and coordinates the overall ~~ESL Department~~ Office of Multilingual Learners administration and departments, ~~ESL ML instructional programs, the OML Welcome Center ESL intake center and Language Services~~

Provides District leadership for the support of ~~English language learners~~ multilingual learners

Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations

Works with the ~~ESL department~~ specialists to monitor the performance of ~~exited ELL~~ Proficient ML students who are in ~~the first and second year of~~ monitoring status

Develops ~~ESL ML~~ summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ~~ESL ML~~ summer programs

Collaborates with other regulatory groups, including the Department of Education

Manages and develops the federal Title III budget

Manages ~~the Refugee School Impact Grant and completes the Grant report~~ and coordinates state, federal, and other grants in collaboration with assistant superintendent

Supports compliance with federal laws, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to multilingual learners

Manages the General Fund budget

Anticipates and projects General Fund budget requests for each school year

Evaluates staff as assigned

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction

Performs all other duties as assigned by supervisor

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

#### PHYSICAL DEMANDS

~~The work is primarily sedentary. 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.~~

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

Master's Degree with Kentucky certification in administration and/or supervision

Five (5) years of successful experience in area of assignment

Endorsement for Teaching English as a Second Language, all grades

Current experience working with English language learners

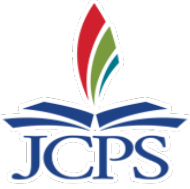
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Advanced training in area of assignment

Five (5) years of teaching or school administration experience

Experience in a diverse workplace



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

JOB TITLE:	EXECUTIVE DIRECTOR MULTILINGUAL LEARNERS
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Plans and delivers district supports for Multilingual Learners (MLs) to provide equitable access to meaningful English language development and content instruction so that all MLs have the same opportunity to achieve college and career readiness. Provides leadership to and direct supervision of the Office of Multilingual Learners (OML). Provides oversight, guidance, and technical support to principals and district leaders around for planning and developing the District's support service and instructional plan for ML students. Plans, organizes, and executes programs and projects related to ML programming and maintains contact with other departments, the public, other agencies and/or parents on districtwide matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with Assistant Superintendent to provide leadership to ML program and content staff so that teachers and school leaders are supported
Develops and reviews program plans with the supervisor and District leadership that meets the requirements of state, federal, and District guidelines
Collaborates with District and school-based staff to support achievement for all students and close achievement and opportunity gaps
Works closely with District leadership on projects that involve internal and external/community partners
Manages and coordinates the overall Office of Multilingual Learners administration and departments
Provides District leadership for the support of multilingual learners
Supports the JCPS testing unit with the administration of ACCESS for ELLs as required by federal and state regulations
Works with the department specialists to monitor the performance of Proficient ML students who are in monitoring status
Develops ML summer programming with the use of the Refugee School Impact Grant including creation of timelines, budgets, staffing, and materials to properly resource the ML summer programs
Collaborates with other regulatory groups, including the Department of Education
Manages and develops the federal Title III budget
Manages and coordinates state, federal, and other grants in collaboration with assistant superintendent
Supports compliance with federal laws, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to multilingual learners
Manages the General Fund budget
Anticipates and projects General Fund budget requests for each school year
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 all other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
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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
Master's Degree with Kentucky certification in administration and/or supervision
Five (5) years of successful experience in area of assignment
Endorsement for Teaching English as a Second Language, all grades
Current experience working with English language learners
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced training in area of assignment
Five (5) years of teaching or school administration experience
Experience in a diverse workplace





New REVISED:  
12/15/2021—  
07/01/2024

Submitted:  
12/14/2021  
03/26/2024

JOB TITLE:	SPECIALIST <del>ESL INTAKE/ASSESSMENT MULTILINGUA</del> LEARNER WELCOME CENTER
DIVISION	ACADEMICS SUPPORT PROGRAMS AND SPECIAL- POPULATIONS-
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

### SCOPE OF RESPONSIBILITIES

Coordinate systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the district. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with the ~~ESL Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners~~ to research ~~EL-ML~~ Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies

Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed

Ensures ~~ESL~~ Office of Multilingual Learners compliance with student data and record keeping

Creates and oversees ~~ESL~~ Office of Multilingual Learners and district-wide systems and processes to monitor program effectiveness

Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process

Ensures the district is current with research-based practices involving English Language Proficiency screener and assessment

Provides training and oversees the work of the ~~ESL Intake and Assessment~~ Office of Multilingual Learner's Welcome Center staff

Focuses on building school and district capacity relating to KDE requirements regarding ~~EL ML~~ Identification such as the Home Language Survey, Program Service Plan, and international transcript review

Supervises the ~~intake and assessment~~ Welcome eCenter staff

Oversees the district-~~EL ML~~ records process including records requests, international transcript reviews, and required records maintenance

Coordinates EL identification schedules to support student placement efforts

Provides systems for supporting ~~EL ML~~ families in identification and consultation of EL programming

Maintain accurate Intake records related to student registration and school enrollment and provides data reports to Director of ~~ESL Multilingual Learners and Assistant Superintendent of Multilingual Learners~~

Collaborate with the ~~ESL ML~~ instructional unit to provide information regarding EL programming for identified students

Communicates with district departments, schools, and administrators regarding identification of ~~EL ML~~ students and required student records

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksites 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

Collaborates with Private Non-profit schools to provide assistance in ~~EL ML~~ identification and coordinates Declaration of Participation process

### PHYSICAL DEMANDS

~~The work is primarily sedentary. 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.~~

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

Effective communication skills

ESL Certificate

Five (5) years of teaching experience in area of assignment

### DESIRABLE QUALIFICATIONS

Certificate in Administration and/or Supervision (Principal Certification)

Experience in a diverse workplace



REVISED:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNER WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Coordinate systems, feedback, supervision, and monitoring to support EL Identification, registration, assessment, and program monitoring throughout the district. Responsible for providing training, supervision, program service development, and oversight, to ensure compliance with KDE standards and identification practices.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Works with the Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners to research ML Identification, registration, assessment, and monitoring needs to ensure alignment with KDE policies
- Collaborates with staff to prepare reports for JCPS, KDE, and other stakeholders as needed
- Ensures Office of Multilingual Learners compliance with student data and record keeping
- Creates and oversees Office of Multilingual Learners and district-wide systems and processes to monitor program effectiveness
- Provides district Professional Development training and develops systems to improve efficiency in the intake and assessment process
- Ensures the district is current with research-based practices involving English Language Proficiency screener and assessment
- Provides training and oversees the work of the Office of Multilingual Learner’s Welcome Center staff
- Focuses on building school and district capacity relating to KDE requirements regarding ML Identification such as the Home Language Survey, Program Service Plan, and international transcript review
- Supervises the Welcome Center staff
- Oversees the district-ML records process including records requests, international transcript reviews, and required records maintenance
- Coordinates EL identification schedules to support student placement efforts
- Provides systems for supporting ML families in identification and consultation of EL programming
- Maintain accurate Intake records related to student registration and school enrollment and provides data reports to Director of Multilingual Learners and Assistant Superintendent of Multilingual Learners
- Collaborate with the ML instructional unit to provide information regarding EL programming for identified students
- Communicates with district departments, schools, and administrators regarding identification of ML students and required student records
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Collaborates with Private Non-profit schools to provide assistance in ML identification and coordinates Declaration of Participation process

**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

Effective communication skills

ESL Certificate

Five (5) years of teaching experience in area of assignment

#### DESIRABLE QUALIFICATIONS

Certificate in Administration and/or Supervision (Principal Certification)

Experience in a diverse workplace



New: REVISED:  
07/01/2019—  
07/01/2024

Submitted:  
06/11/2019  
03/26/2024

JOB TITLE:	COORDINATOR <del>ESL</del> INTAKE OFFICE OF MULTILINGUAL LEARNERS (OML) WELCOME CENTER
DIVISION	ACADEMICS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260-DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8157
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for the operations of the ~~ESL~~ Intake Office of Multilingual Learning (OML) Welcome Center which assists ~~ELL~~ Multilingual Learner (ML) families with the school enrollment process. Provides technical assistance to District, school staff and the community in the areas of assignment involving the development, monitoring and implementation of protocols related to the English as a Second Language Program and ~~English language learners~~ Multilingual Learners. Leads regular community educational sessions about JCPS.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Provides training and supervision of <del>ESL</del> Intake OML Welcome Center staff
Oversees and directs the work of the Infinite Campus registrars and the OML Intake team <del>Bilingual Transportation Manager, Bilingual Data Technician, Bilingual Enrollment Facilitator, Bilingual Community Liaison, Receptionist, Data Management /Research Technician, and Clerks</del>
Meets with <del>ESL</del> Intake OML Welcome Center staff regularly to monitor effectiveness of services
Assures placement of <del>ELL</del> ML students registering through the <del>ESL</del> Intake OML Welcome Center using Student Assignment System (SAS) and OML protocol.
Facilitates initial transitioning plan for newcomer students at <del>ESL-NCA Newcomer Academy</del>
Aids parents in the online student application process
Maintains accurate <del>ESL</del> Intake records related to student registration, school enrollment and <del>LEP</del> English Learner (EL) identification
Provides data and reports to <del>ESL Director, ESL Specialist</del> OML leadership, and other JCPS departments and community stakeholders.
Provides <del>technical</del> assistance to District staff, schools and the community in the areas of school assignment and <del>LEP</del> EL identification
Assures compliance with District, state and federal regulations and procedures related to areas of student assignment and <del>LEP</del> EL identification
Designs and provides professional learning and job-embedded opportunities for <del>EL</del> Intake OML Welcome center staff, school staff, and community representatives
Processes <del>ELL</del> ML referrals from Private, Non Profit, and Home Schools
Processes <del>ELL</del> ML referrals for student identification ( <del>LEP</del> ) (EL) from the District
Supports students and schools during crisis as a certified responder with JCPS Guidance office

Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction
Collaborates with local and state colleges and universities facilitating access to secondary education for JCPS high school students
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
<del>The work is primarily sedentary. 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.</del>
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
Three (3) years of successful experience in area of assignment
One year of successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace



REVISED:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	COORDINATOR INTAKE OFFICE OF MULTILINGUAL LEARNERS (OML) WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8157
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the operations of the Office of Multilingual Learning (OML) Welcome Center which assists Multilingual Learner (ML) families with the school enrollment process. Provides technical assistance to District, school staff and the community in the areas of assignment involving the development, monitoring and implementation of protocols related to the English as a Second Language Program and Multilingual Learners. Leads regular community educational sessions about JCPS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides training and supervision of OML Welcome Center staff
Oversees and directs the work of the Infinite Campus registrars and the OML Intake team
Meets with OML Welcome Center staff regularly to monitor effectiveness of services
Assures placement of ML students registering through the OML Welcome Center using Student Assignment System (SAS) and OML protocol.
Facilitates initial transitioning plan for newcomer students
Aids parents in the online student application process
Maintains accurate records related to student registration, school enrollment and English Learner (EL) identification
Provides data and reports to OML leadership, and other JCPS departments and community stakeholders.
Provides assistance to District staff, schools and the community in the areas of school assignment and EL identification
Assures compliance with District, state and federal regulations and procedures related to areas of student assignment and EL identification
Designs and provides professional learning and job-embedded opportunities for OML Welcome center staff, school staff, and community representatives
Processes ML referrals from Private, Non Profit, and Home Schools
Processes ML referrals for student identification (EL) from the District
Supports students and schools during crisis as a certified responder with JCPS Guidance office
Collaborates with local and state colleges and universities facilitating access to secondary education for JCPS high school students
Evaluates staff as assigned

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Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksites 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
Three (3) years of successful experience in area of assignment
One year of successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace





NEW: REVISSED:  
~~07/01/2019~~  
 07/01/2024

Submitted:  
~~06/11/2019~~  
 03/26/2024

JOB TITLE:	COORDINATOR <del>ESL INTAKE</del> ASSESSMENT OFFICE OF MULTILINGUAL LEARNERS (OML) WELCOME CENTER
DIVISION	ACADEMICS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	<del>240 DAYS AS APPROVD BY THE BOARD</del>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8129
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Supervises the ~~ESL Intake~~ Office of Multilingual Learners Welcome Center Assessment unit, oversees scheduling of appointments of ~~ELL ML~~ families, and trains and supervises assigned ~~intake~~ Welcome Center personnel.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides training and supervises the work of Facilitators Bilingual Assessment
- Meets with ~~ESL Intake~~ Welcome Center Assessment Team regularly to monitor effectiveness of services
- Serves as a certified Infinite Campus Registrar, and trains assessment personnel
- Aids parents in the online student application process
- Maintains accurate Intake records related to student registration and school enrollment
- Provides data and reports to ~~ELL~~ Director, ~~ELL~~ Specialist ML Instruction
- Provides technical assistance to District staff regarding English language assessments
- Assures compliance with District, state, and federal regulations and procedures related to areas of ~~ELL ML~~ assignment
- Designs and provides professional learning opportunities **and job embedded training** for ~~ELL Intake~~ Welcome Center Assessment Team, school staff, and community representatives
- Processes and schedules assessments for ~~ELL ML~~ referrals from Private, Non Profit, and Home Schools
- Processes and schedules assessments for ~~ELL ML~~ referrals from the District
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to the assigned JCPS worksites 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**

~~The work is primarily sedentary. 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.~~

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
Bachelor's Degree
Three (3) years of successful experience in area of assignment
One year of successful experience in administration/supervision
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in working with different age groups
Experience in working with community organizations and agencies
Experience in a diverse workplace



NEW:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	COORDINATOR ASSESSMENT OFFICE OF MULTILINGUAL LEARNERS (OML) WELCOME CENTER
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8129
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Supervises the Office of Multilingual Learners Welcome Center Assessment unit, oversees scheduling of appointments of ML families, and trains and supervises assigned Welcome Center personnel.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides training and supervises the work of Facilitators Bilingual Assessment
- Meets with Welcome Center Assessment Team regularly to monitor effectiveness of services
- Serves as a certified Infinite Campus Registrar, and trains assessment personnel
- Aids parents in the online student application process
- Maintains accurate Intake records related to student registration and school enrollment
- Provides data and reports to Director, Specialist ML Instruction
- Provides technical assistance to District staff regarding English language assessments
- Assures compliance with District, state, and federal regulations and procedures related to areas of ML assignment
- Designs and provides professional learning opportunities and job embedded training for Welcome Center Assessment Team, school staff, and community representatives
- Processes and schedules assessments for ML referrals from Private, Non Profit, and Home Schools
- Processes and schedules assessments for ML referrals from the District
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksites for collaboration, customer support, and team interaction
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksites 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

Three (3) years of successful experience in area of assignment

One year of successful experience in administration/supervision

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Experience in working with different age groups

Experience in working with community organizations and agencies

Experience in a diverse workplace



NEW: REVISED:  
~~10/16/2019~~  
 07/01/2024

Submitted:  
~~10/15/2019~~  
 03/26/2024

JOB TITLE:	LIAISON COMMUNITY BILINGUAL
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7 8
WORK YEAR:	<del>220</del> Days AS APPROVED BY THE BOARD
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES
Serves as a JCPS/ <del>English as a Second Language (ESL)</del> Liaison for local Refugee Resettlement Agencies <del>as well as for the School and Community Nutrition Services</del> . Assists <del>English Language Learners (ELL)</del> international or multilingual students and families with school enrollment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Builds/updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies
Communicates with Refugee Resettlement Agency representatives and schedules <del>ESL</del> School Registrations for international families at their locations
Creates/maintains <del>ESL</del> Multilingual Learner (ML) student Registration Lists and reports from Refugee Resettlement Agencies
Provides translations and interpretations (phone and/or in person)
<del>Coordinates with Food and Nutrition Services by forwarding applications for students registered at ESL Intake</del>
Assists in the enrollment registration of <del>ELL</del> international or multilingual students
<del>Guides</del> Assists <del>ELL</del> international or multilingual students and families in the process of school registration, magnet, and optional application and student transfer
Answers and routes phone calls and requests from schools
Supports administration of initial English language proficiency assessment for <del>ELL</del> families of MLs
Participates actively in PD Sessions related to <del>ELL</del> ML students, refugees and immigrants, and other JCPS policies
Leads community sessions about school choices and other JCPS Programs available for <del>ELL</del> students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)
Assists parents in the online student application process
<del>Manages food pantry in Diversity, Equity, Poverty unit when applicable to the position</del>
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksites 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
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The work is primarily sedentary. 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.

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 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
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



REVISED:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	LIAISON COMMUNITY BILINGUAL
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8247
BARGAINING UNIT:	CLAR

**SCOPE OF RESPONSIBILITIES**

Serves as a JCPS-Liaison for local Refugee Resettlement Agencies. Assists international or multilingual students and families with school enrollment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Builds/updates Households in Infinite Campus and creates initial PSPs (Program Service Plans) for new and returning students including Refugee Resettlement Agencies
Communicates with Refugee Resettlement Agency representatives and schedules School Registrations for international families at their locations
Creates/maintains Multilingual Learner (ML) student Registration Lists and reports from Refugee Resettlement Agencies
Provides translations and interpretations (phone and/or in person)
Assists in the registration of international or multilingual students
Assists international or multilingual students and families in the process of school registration, magnet, and optional application and student transfer
Answers and routes phone calls and requests from schools
Supports administration of initial English language proficiency assessment for families of MLs
Participates actively in PD Sessions related to ML students, refugees and immigrants, and other JCPS policies
Leads community sessions about school choices and other JCPS Programs available for students and families (local Refugee Resettlement Agencies and JCPS Showcase of Schools)
Assists parents in the online student application process
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksites 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 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

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





NEW REVISED:  
~~07/01/2019~~  
 07/01/2024

Submitted:-  
~~06/11/2019~~  
 03/26/2024

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7 8
WORK YEAR:	220 DAYS
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assists ~~English Language Learner~~ international or multilingual families with information about school enrollment, as well as administers the initial English language proficiency assessment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists international or multilingual families with the school enrollment process
- Administers the initial English language proficiency assessment ~~for school placement~~
- Discusses results of the initial English language proficiency assessment with parents and students
- Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications
- Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning ~~English Language Learners~~ Multilingual Learners (MLs) enrolling with JCPS including students from the refugee resettlement agencies
- Provides interpretations over phone and/or in-person
- Serves as a certified Infinite Campus Registrar
- ~~Provides placement, bus, and school information to new ELL students and families by phone or in-person~~ Provides school information to new ML students and families by phone or in person.
- Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate
- 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**

~~The work is primarily sedentary. 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.~~  
 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



REVISED:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	FACILITATOR BILINGUAL ASSESSMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	220 DAYS
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8249
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assists international or multilingual families with information about school enrollment, as well as administers the initial English language proficiency assessment.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Assists international or multilingual families with the school enrollment process
Administers the initial English language proficiency assessment
Discusses results of the initial English language proficiency assessment with parents and students
Guides students and families in the process of school registration, Magnet and Optional application, and Student Transfer Applications
Builds and/or updates Households in Infinite Campus and creates initial Program Services Plans for new and returning Multilingual Learners (MLs) enrolling with JCPS including students from the refugee resettlement agencies
Provides interpretations over phone and/or in-person
Serves as a certified Infinite Campus Registrar
Provides school information to new ML students and families by phone or in person.
Complies with policies, rules, and regulations of the District and of any state and/or federal regulatory agency where appropriate
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



NEW Revised:  
~~07/01/2019~~  
 07/01/2024

Submitted:  
~~06/11/2019~~  
 03/26/2024

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7 8
WORK YEAR:	<del>220</del> DAYS 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 ~~Intake~~ 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 <del>ELL</del> international or multilingual families in person or via telephone
Interprets for <del>ELL</del> international or multilingual families in person or via telephone
Assists families requesting additional language support
Answers general <del>Intake</del> 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 <del>ELL</del> international or multilingual families in completing registration forms
Requests and processes student records
Maintains <del>student registration</del> OML Welcome Center reports
Prepares and prints daily student appointment schedule
Operates and maintains office copiers, computers and printers
<del>Prepares and distributes correspondence as directed by supervisor; creates and maintains student data as directed by supervisor</del> 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

~~The work is primarily sedentary. 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.~~

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



Revised:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	1A, 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





NEW Revised:  
~~07/17/2019~~  
 07/01/2024

Submitted:-  
~~07/16/2019~~  
 03/26/2024

JOB TITLE:	TECHNICIAN DATA BILINGUAL
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7 8
WORK YEAR:	<del>220 DAYS</del> -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 ~~ELL~~ Multilingual Learners (MLs) students.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Maintains accurate ~~LEP~~ 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 ~~ELL~~-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
- ~~Prepares and submits Caregiver Affidavit, Non-parental Enrollment Affidavit and Power of Attorney Forms for ELL families~~
- Supports administration of initial English language proficiency assessment for ~~ELL~~ ML students
- ~~Administers the initial English language proficiency assessment~~
- Assists ~~ESL Intake~~ Coordinator Intake Office of Multilingual Learners (OML) Welcome Center on school placements
- 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**

~~The work is primarily sedentary. 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.~~

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

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



Revised:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	TECHNICIAN DATA BILINGUAL
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	1A, 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 placements
- 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

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



NEW Revised:  
~~07/01/2023~~  
 07/01/2024

Submitted:  
~~06/07/2023~~  
 03/26/2024

JOB TITLE:	SPECIALIST <del>ESL</del> MULTILINGUAL LEARNERS TRANSITION
DIVISION	ACADEMICS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	IV, GRADE 9
W/ORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Supports schools in providing <del>EL</del> 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 <del>ELs</del> 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 <del>exited EL</del> 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 <del>EL</del> 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 <del>EL</del> 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 <del>ELs</del> 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 <del>English Learners</del> 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

~~The work is primarily sedentary. 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.~~

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



Revised:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS TRANSITION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
W/ORK 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





New Revised:  
7/17/2019—  
07/01/2024

Submitted  
07/16/2019  
03/26/2024

JOB TITLE:	SPECIALIST <del>ESL</del> MULTILINGUAL LEARNERS (ML) INSTRUCTION
DIVISION	ACADEMICS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Builds the capacity of <del>ESL ML instructional team</del> , English Language Development (ELD) school-based teachers and mainstream/content teachers to accelerate the learning of <del>English Language Learners (ELLs)</del> Multilingual Learners (MLs) in K-12 schools across the District. Responsible for developing and delivering standards based-professional development in support of <del>English as a Second Language ELD</del> teachers and <del>students mainstream/content teachers</del> to build content knowledge and pedagogical skills in <del>ESL ELD. and content teachers through mentoring, modeling, and coaching.</del>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with <del>the ESL-Director</del> department leadership to identify the professional development needs of staff by examining the education outcomes of the <del>ELL ML</del> students as indicated by results on state assessments and district assessments, and results of ESL classroom walkthroughs
Coordinates and delivers high quality professional development designed to improve the instruction and assessment of <del>ELLs-MLs</del>
Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for <del>ELLs-MLs</del> that is based on scientifically-based research
Demonstrates strategies that focus on increasing the English language proficiency of <del>ELLs-MLs</del>
Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of <del>ELLs-MLs</del>
Focuses on building the capacity of <del>ESL ML</del> school-based teachers and mainstream/content teachers to accelerate the learning of <del>ELLs-MLs</del> in the schools
<del>Facilitates, plans and participates in PLCs for ESL teacher groups across the district</del> —Collaborates and oversees the ML Instructional Team with instructional support and professional development
Works with <del>the ESL-Director</del> department leadership to evaluate the effectiveness of professional development through an analysis of <del>ELL-ML</del> student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by <del>ELL EL</del> progress and achievement results on state assessments, <del>ELL EL</del> achievement gap data, and <del>ELL EL</del> and former <del>ELL EL</del> graduation rate
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

~~The work is primarily sedentary. 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.~~

This work is conducted in an office and school 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). 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 in a diverse workplace



Revised:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS (ML) INSTRUCTION
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4048
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Builds the capacity of ML instructional team, English Language Development (ELD) school-based teachers and mainstream/content teachers to accelerate the learning of Multilingual Learners (MLs) in K-12 schools across the District. Responsible for developing and delivering standards based-professional development in support of ELD teachers and mainstream/content teachers to build content knowledge and pedagogical skills in ELD.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with department leadership to identify the professional development needs of staff by examining the education outcomes of the ML students as indicated by results on state assessments and district assessments, and results of ESL classroom walkthroughs
Coordinates and delivers high quality professional development designed to improve the instruction and assessment of MLs
Enhances the ability of teachers to understand the use of curricula, assessment measures, and instructional strategies for-MLs that is based on scientifically-based research
Demonstrates strategies that focus on increasing the English language proficiency of MLs
Works to substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers of MLs
Focuses on building the capacity of ML school-based teachers and mainstream/content teachers to accelerate the learning of MLs in the schools
Collaborates and oversees the ML Instructional Team with instructional support and professional development
Works with department leadership to evaluate the effectiveness of professional development through an analysis of-ML student performance as measured by ACCESS for ELLs results that demonstrate progress and proficiency in learning English, as measured by EL progress and achievement results on state assessments, EL achievement gap data, and EL and former EL graduation rate
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 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 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 in a diverse workplace



NEW:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	INSTRUCTIONAL LEAD ML
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance, and consultation in Multilingual Learner (ML) instructional programming and services to the district and/or schools. Works with teachers to develop inclusive classroom environments and implements effective instructional strategies to support MLs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides technical assistance to District and school staff in area of assignment
Supports the development, implementation, and monitoring of the Program Service Plan (PSP)
Works with supervisor to determine curricular and instructional needs and how to spend time to address those needs
Participates on committees as assigned
Assists in scheduling support, programmatic needs, and consultations on program design
Provides feedback to appropriate District and school staff on implementation of and compliance with policies and standards related to ML education and students
Delivers technical assistance in the design and implementation of workshops, professional development, and training programs as required
Coaches and models best practices with the goal of developing teacher capacity to support specialized instruction and differentiation for MLs
Supports teachers in conducting, organizing, and analyzing on-going assessments to monitor student's progress and plan instruction.
Facilitates the implementation of curriculum and standards to support content learning and English language development
Collaborates with district departments and school-based teams to support the integration of strategies and methodologies for meeting the needs of MLs
Provides staff training as assigned to meet District goals and objectives
Gathers and analyzes school and district data to support schools in monitoring individual student progress and program effectiveness
Works with teachers to conduct, organize, and analyze on-going assessments to help with planning and delivery of lessons
Researches past and current practices in area of assignment, integrates research in all areas of responsibility, submits reports and recommendations as required
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

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

This work is conducted in an office and school 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

Master's degree with valid Kentucky Teaching Certificate

Three (3) years of successful teaching experience

Ability to work successfully with people

Effective communication skills

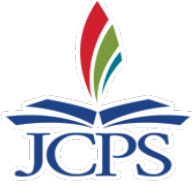
#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting in-service programs

Experience in a diverse workplace



NEW REVISED:  
~~11/11/2020~~  
 07/01/2024

Submitted:-  
~~11/10/2020~~  
 03/26/2024

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	<del>220-DAYS</del> 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**

~~The work is performed while standing or walking. 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. The work requires activities involving driving automotive equipment and leading professional development.~~

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





REVISED:  
07/01/2024

Submitted:  
03/26/2024

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	1A, 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

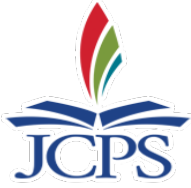
**PHYSICAL DEMANDS**

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



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

JOB TITLE:	TECHNICIAN ML
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	Non-Exempt
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Assists with designing, implementing, and reporting ML programs. Assists local schools and departments in monitoring programs. Plans, develops, and implements training programs. Plans and develops automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between the department and other departments such as IT.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists staff with automated equipment operation and application of software
- Monitors services and troubleshoots as the liaison between the OML and assigned departments
- Assists in planning databases and data retrieval systems, and provides liaison with data processing specialists for implementation
- Prepares specifications for ML ad hoc reports and mass updates; produces reports from databases
- Assists in preparing, maintaining and updating ML data/information
- Coordinates with OML leadership to support ML registration, identification, and instructional technical data needs
- Performs studies and research analysis around ML data for departments, offices, and agencies as required
- Assists in compliance with District and/or community requests for special data requirements
- Prepares annual and interim reports for District, state and federal programs
- Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Perform other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Two (2) years of data processing experience

Demonstrated ability to add, subtract, multiply and divide quickly and accurately
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Effective communication skills
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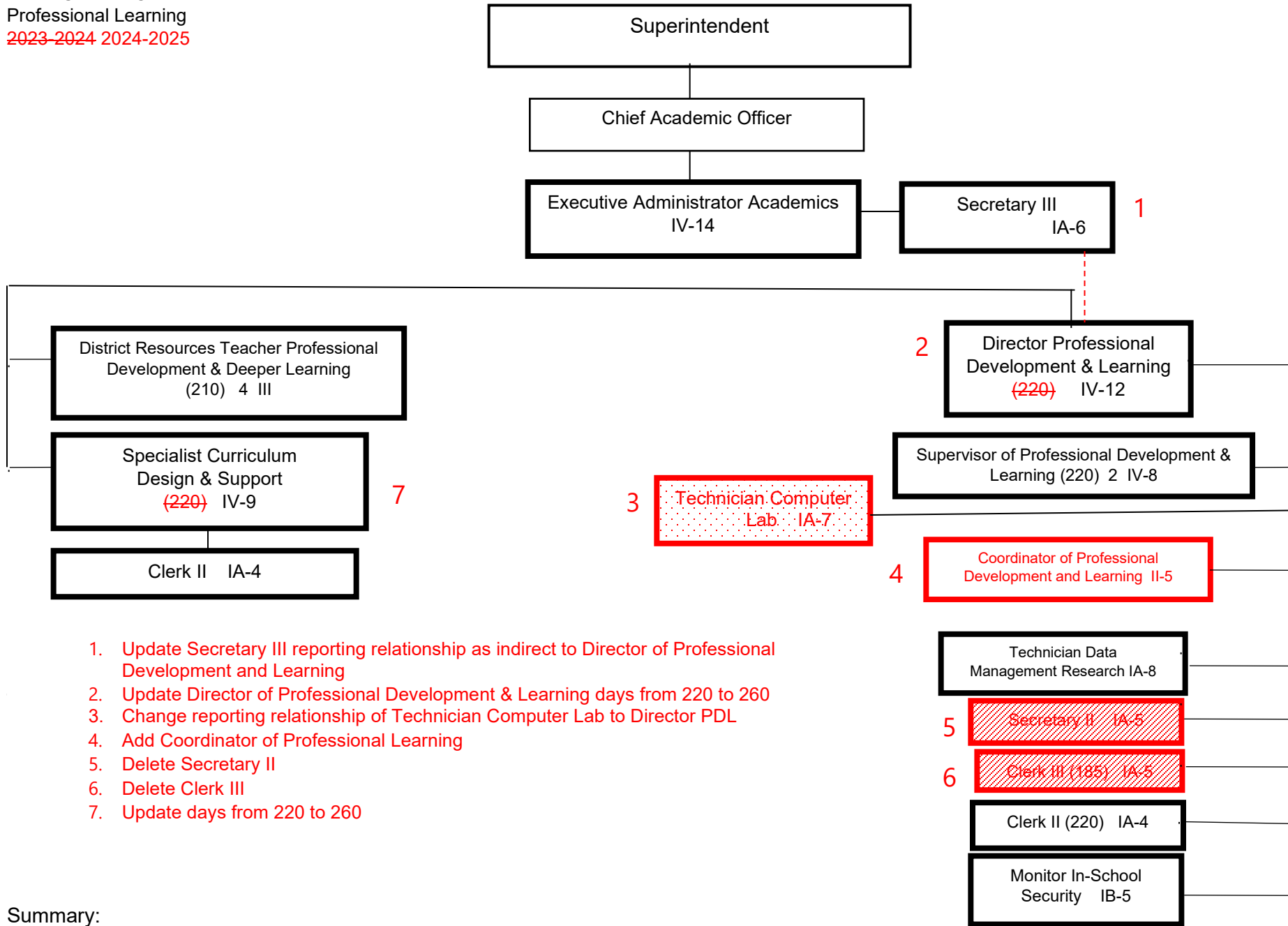
DESIRABLE QUALIFICATIONS
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Experience in writing technical/analytical evaluation reports
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Ability to work with various role groups
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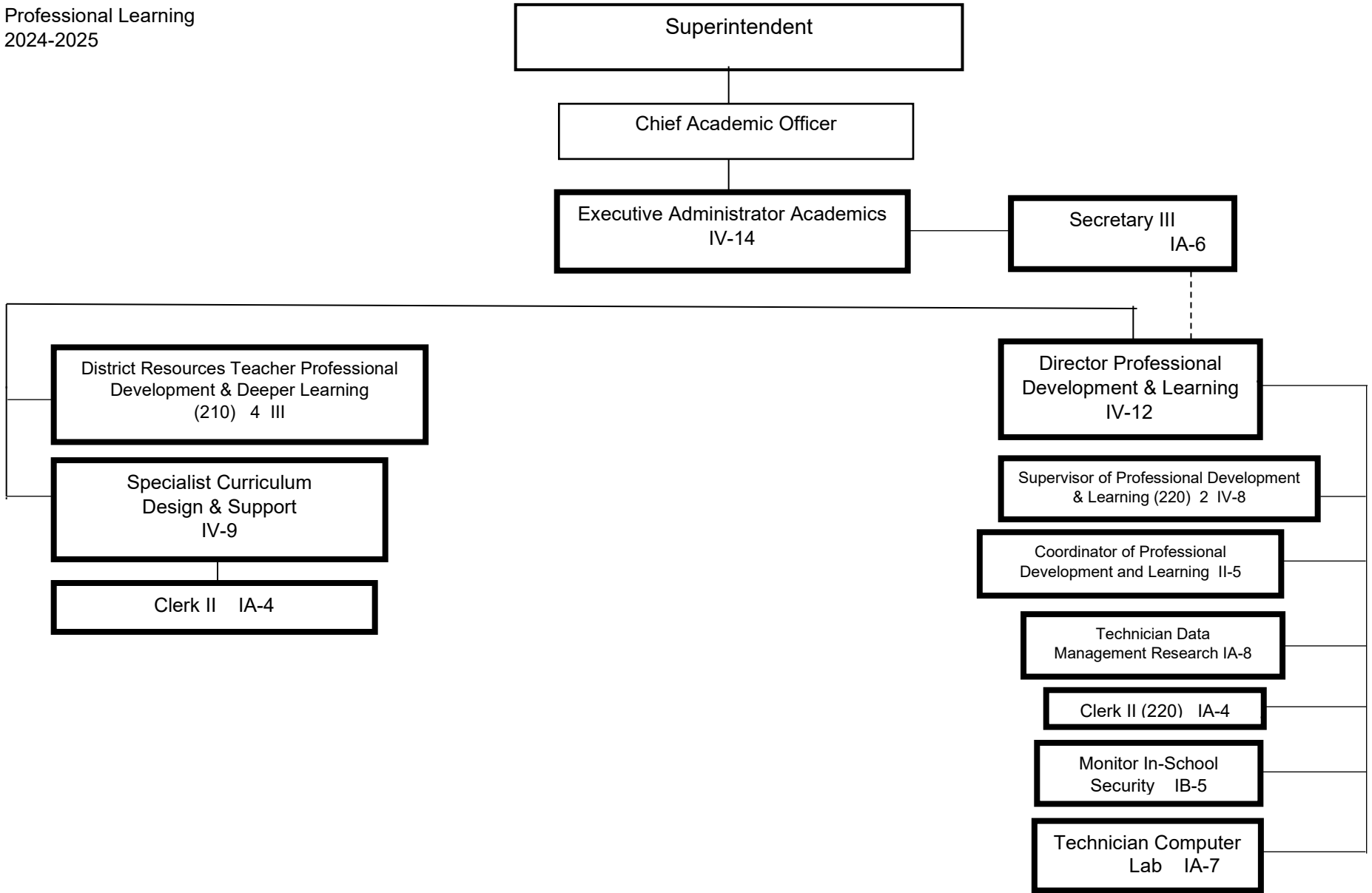
Experience in a diverse workplace
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Demonstrated proficiency in two (2) languages: English and another appropriate language
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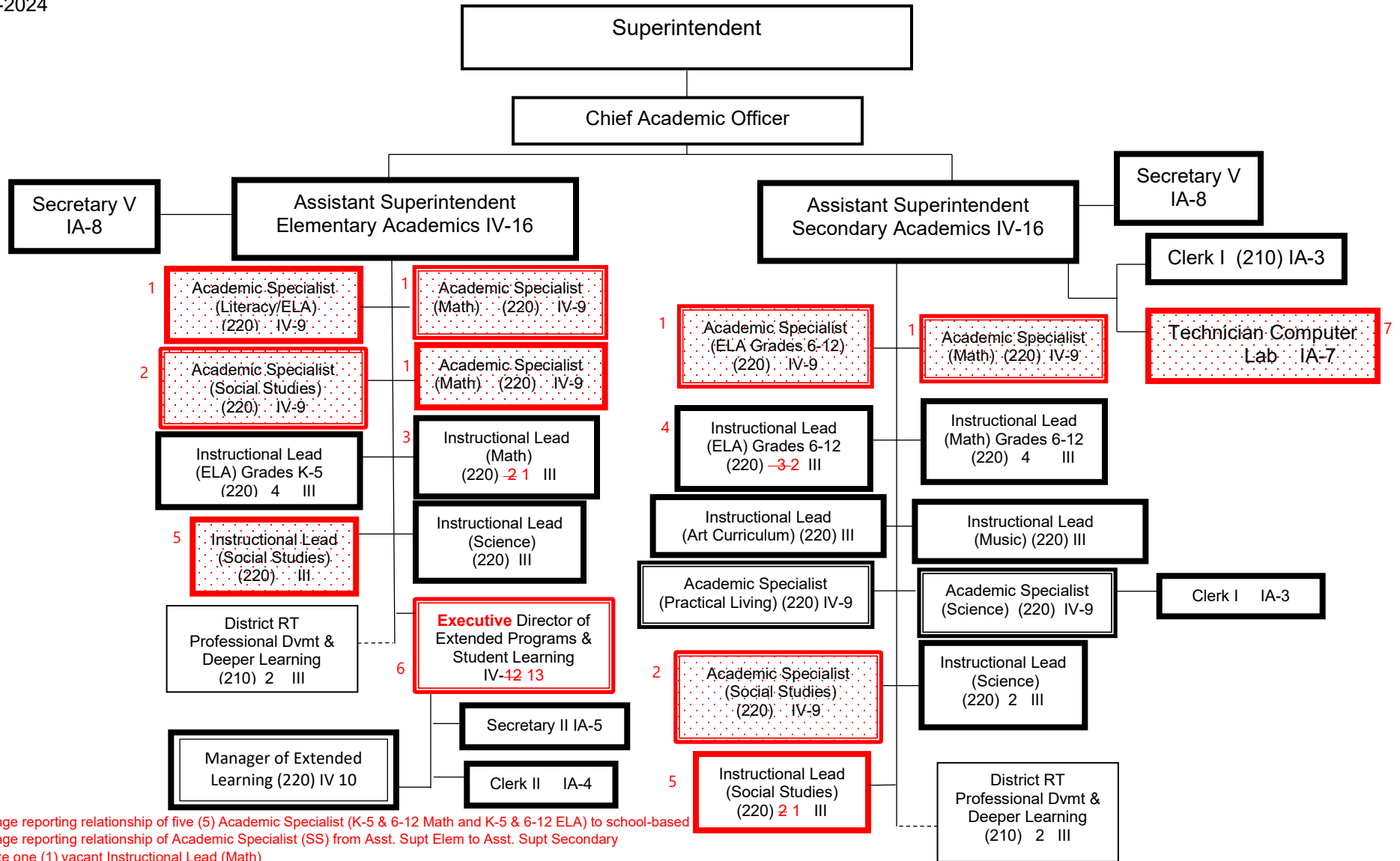
General Fund Positions: 16  
 Categorical Fund Positions: 0

Submitted: 11/14/2023 03/26/2024  
 Effective: 11/15/2023 07/01/2024



Summary:

General Fund Positions: 16  
 Categorical Fund Positions: 0

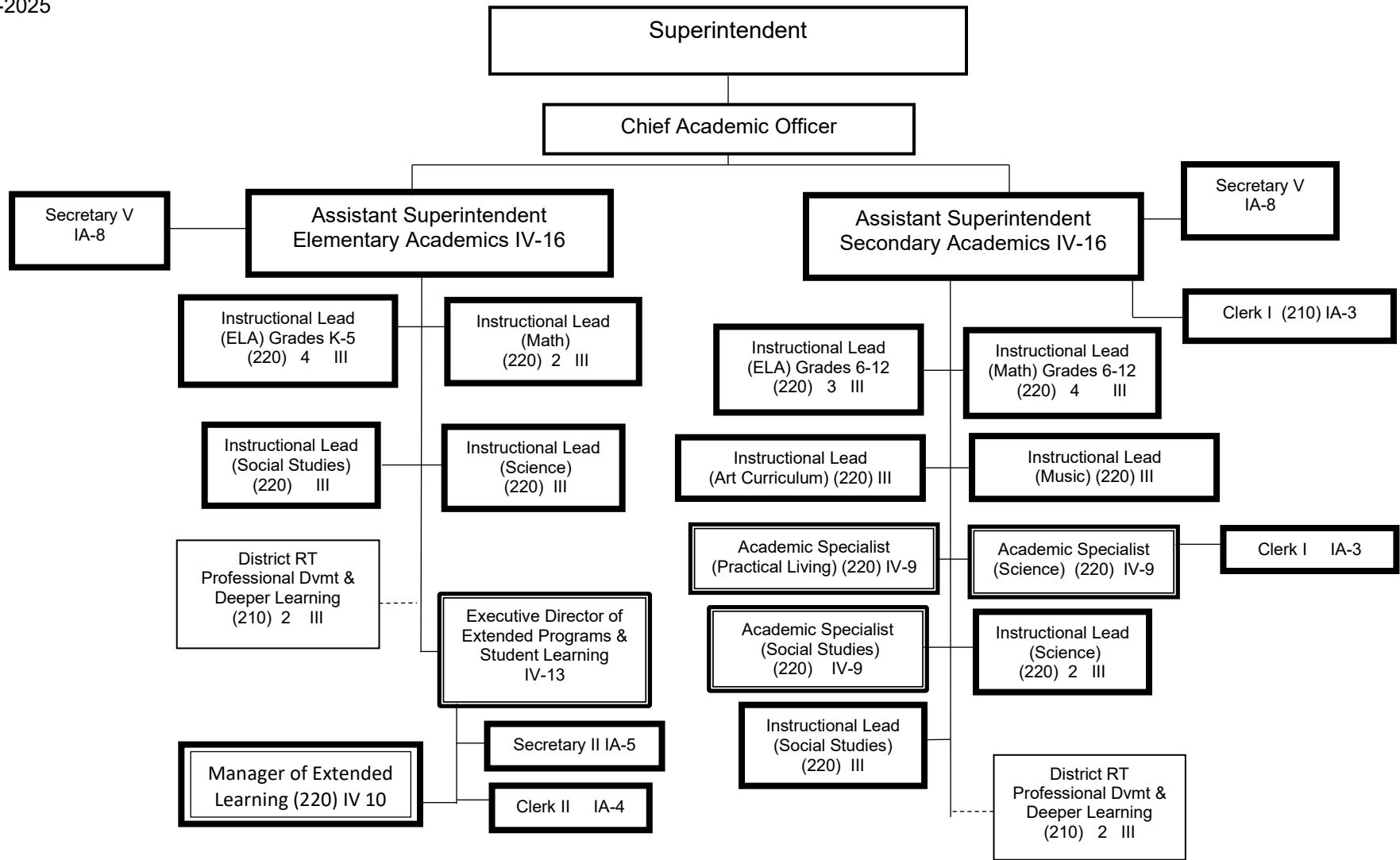


1. Change reporting relationship of five (5) Academic Specialist (K-5 & 6-12 Math and K-5 & 6-12 ELA) to school-based
2. Change reporting relationship of Academic Specialist (SS) from Asst. Supt Elem to Asst. Supt Secondary
3. Delete one (1) vacant Instructional Lead (Math)
4. Delete one (1) vacant Instructional Lead 6-12 (ELA)
5. Change reporting relationship of one (1) Instructional Lead (SS) from Asst. Supt Sec to Asst. Supt Elem
6. Reclassify Director of Extended Programs and Student Learning to Executive Director of Extended Programs & Student Learning
7. Change reporting relationship of Technician Computer Lab to Director PDL

Summary:

General Fund Positions: ~~35~~ 28  
 Categorical Fund Positions: ~~0~~ 8

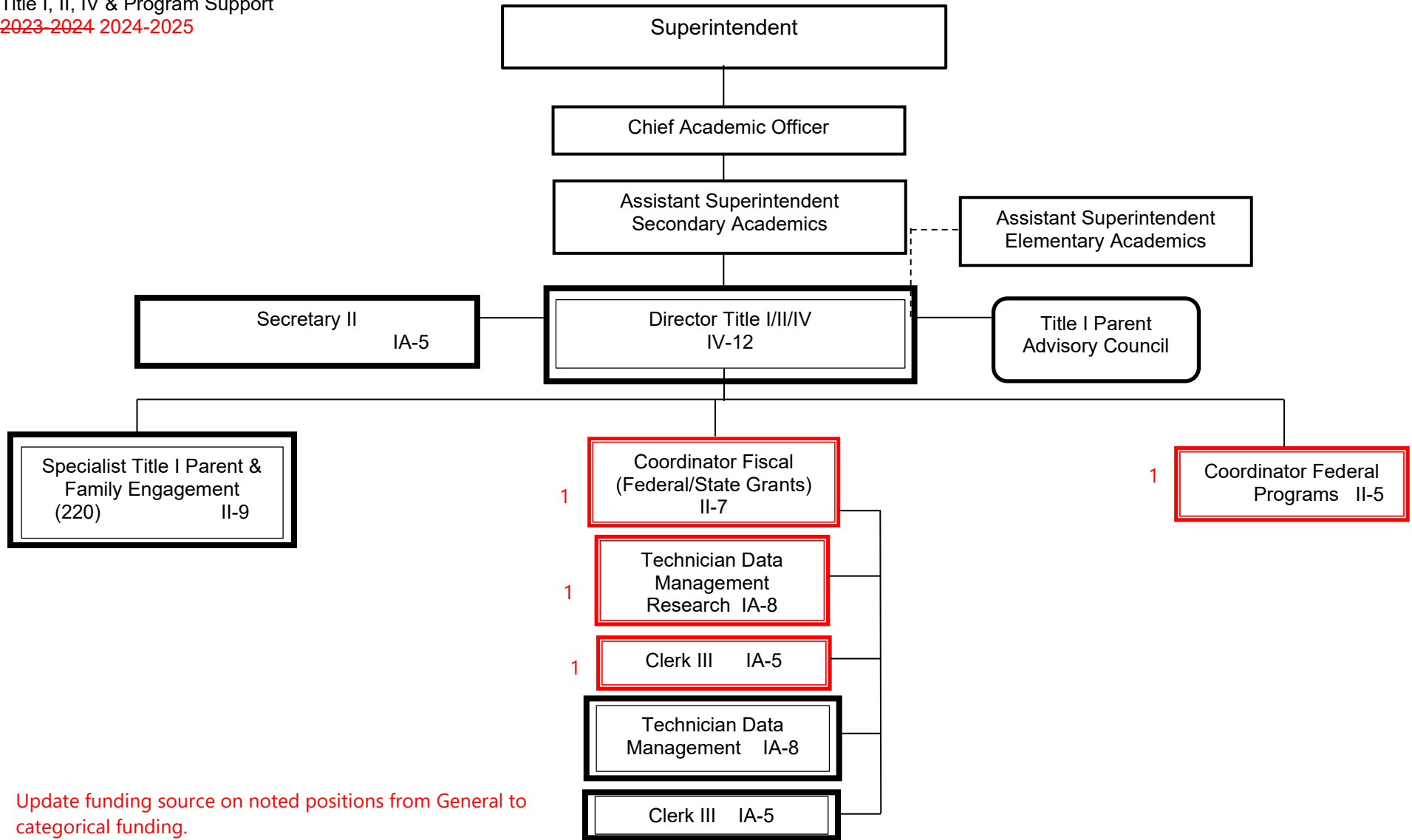
Submitted: ~~11/14/2023~~ 03/26/2024  
 Effective: ~~11/15/2023~~ 07/01/2024



Summary:

General Fund Positions: 28  
 Categorical Fund Positions:8



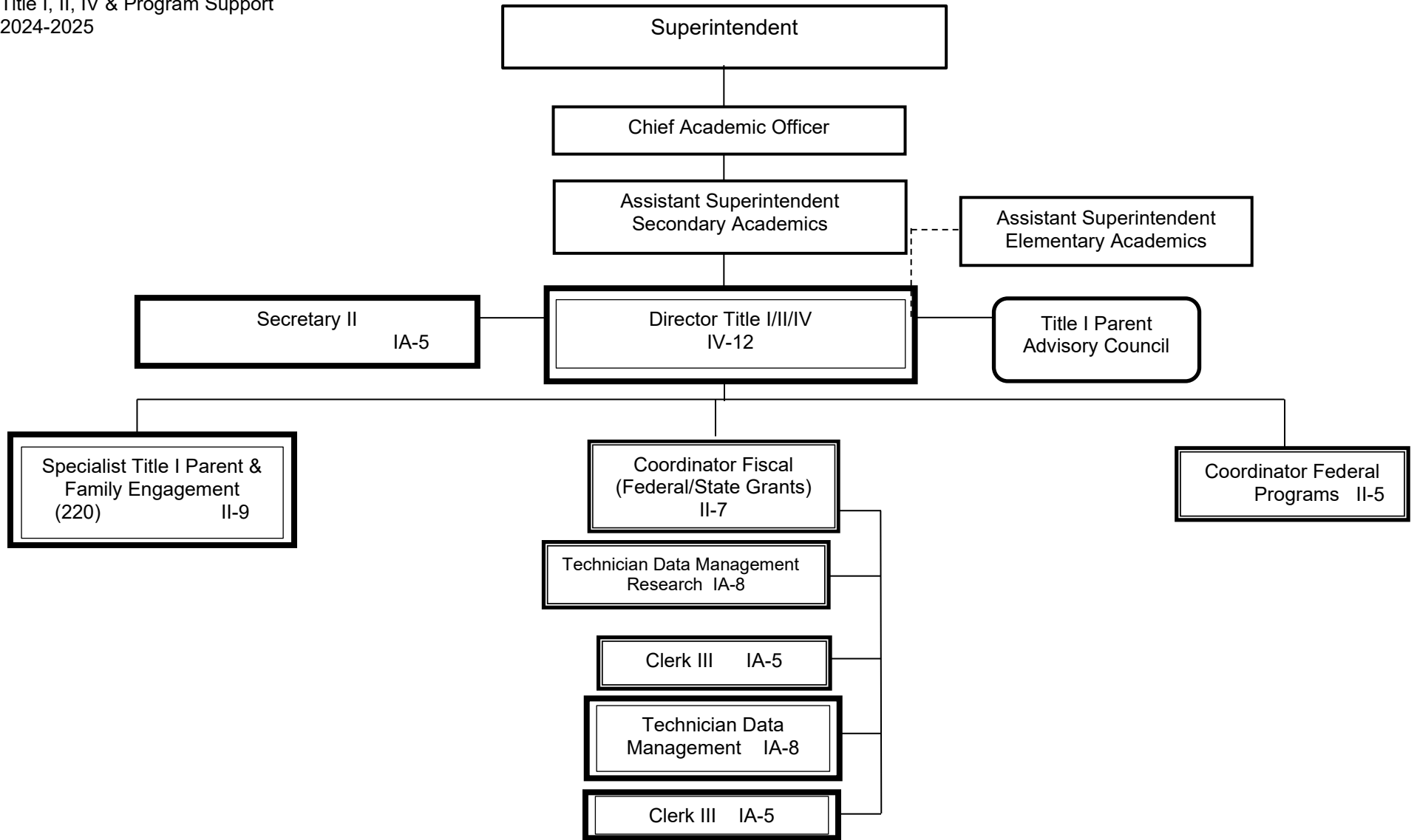


1. Update funding source on noted positions from General to categorical funding.

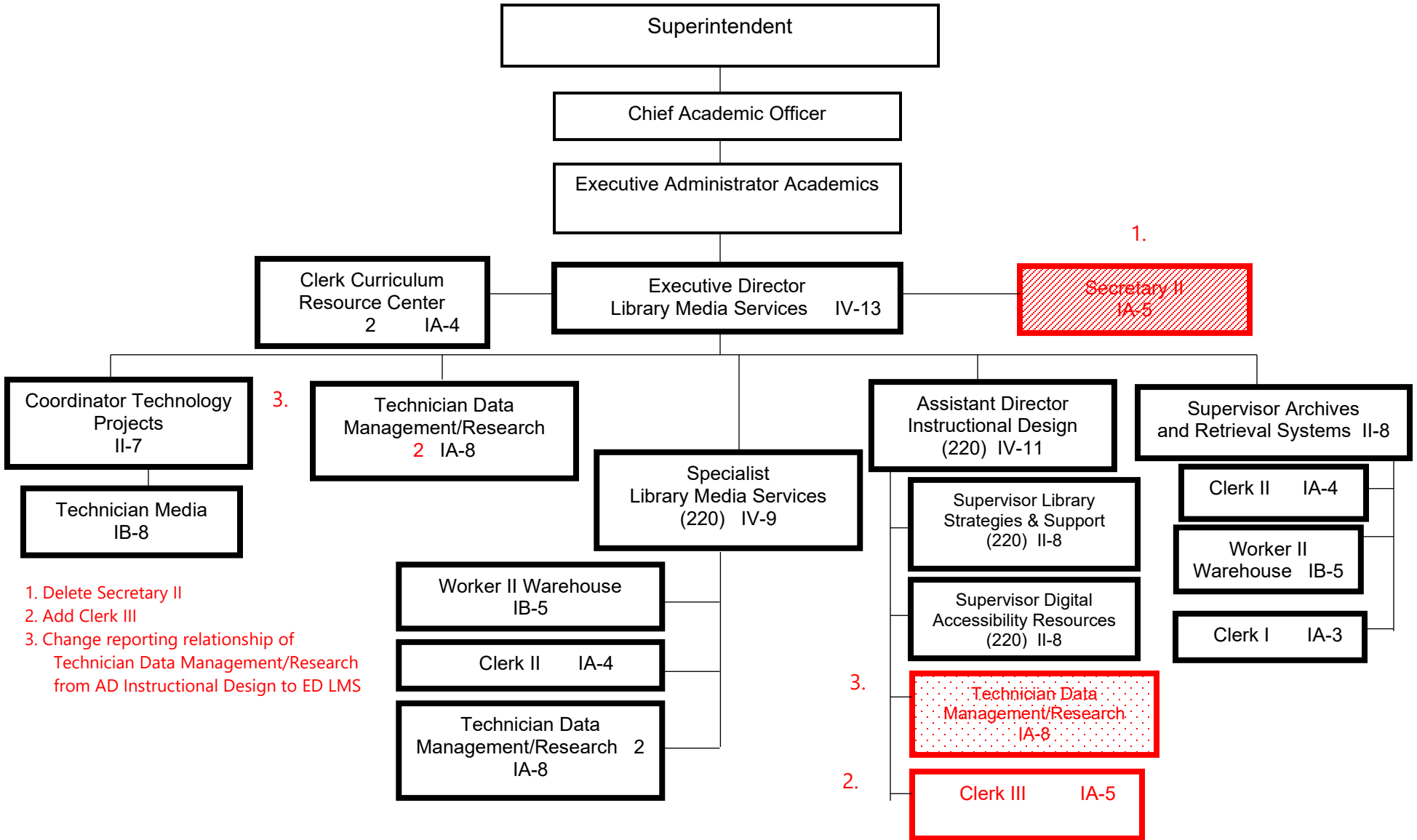
Summary:

General Fund Positions: ~~5~~ 1  
 Categorical Fund Positions: ~~4~~ 8

Submitted: ~~11/14/2023~~ 03/26/2024  
 Effective: ~~11/15/2023~~ 07/01/2024



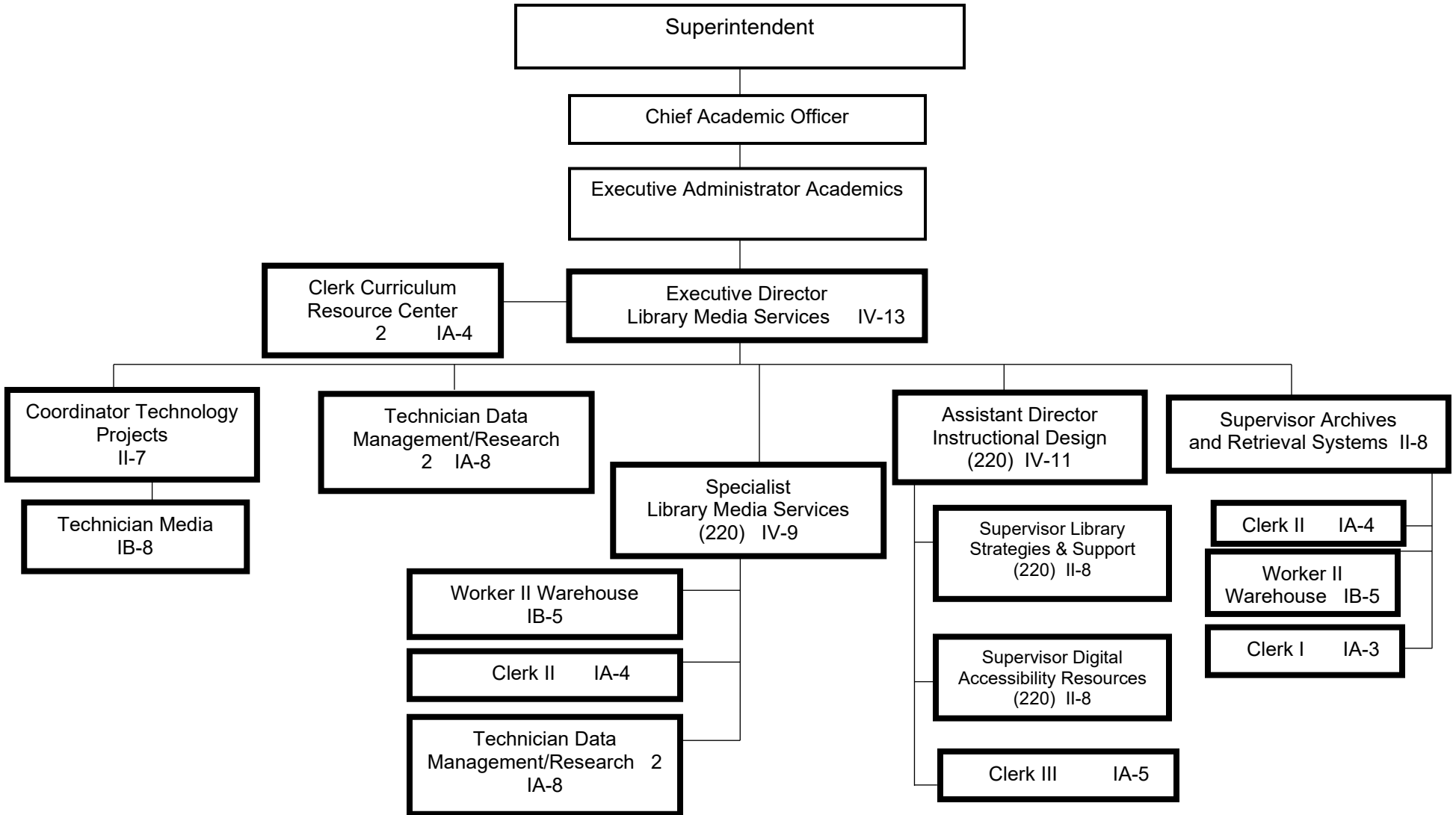
Summary:  
 General Fund Positions: 1  
 Categorical Fund Positions: 8



Summary:

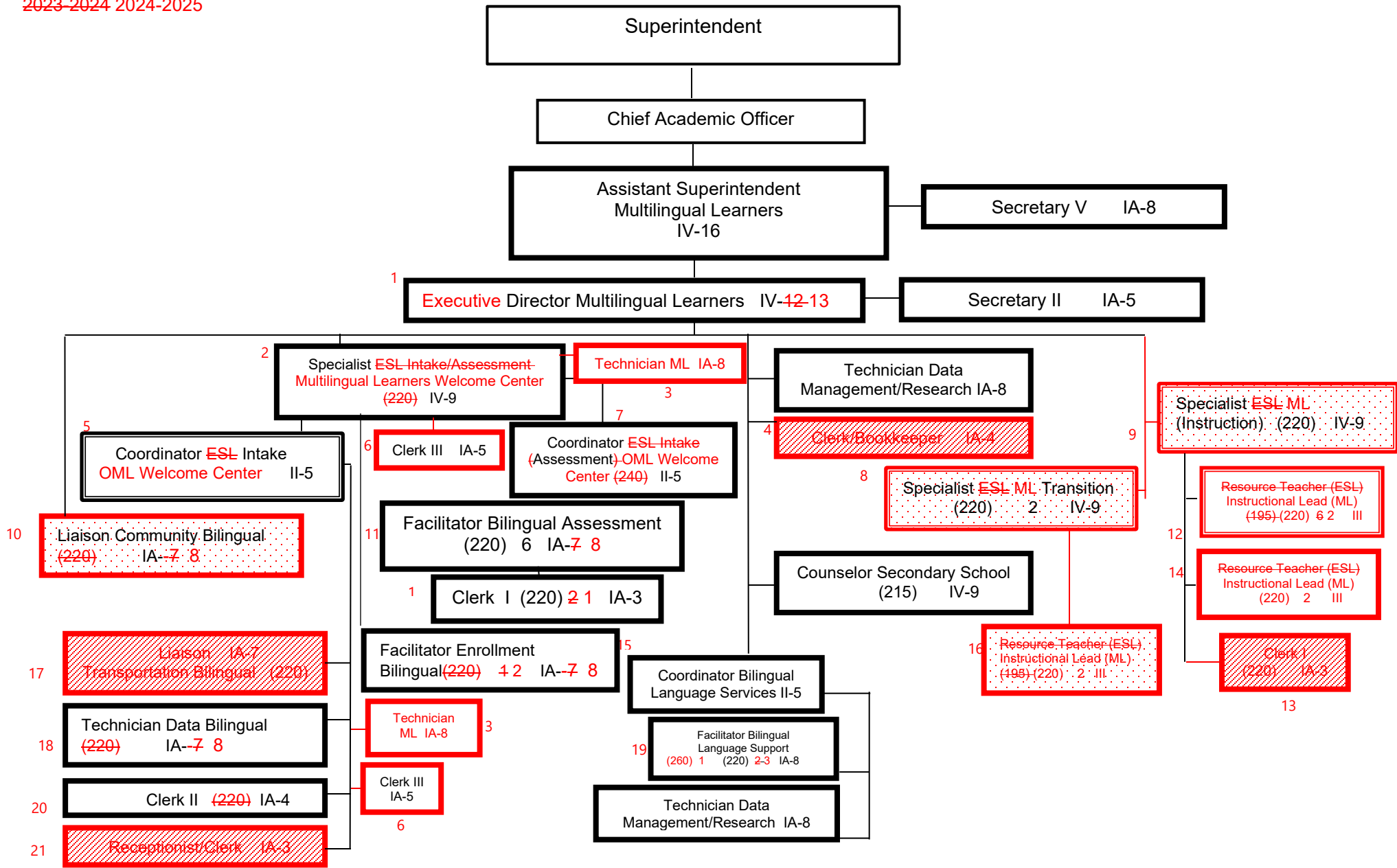
General Fund Positions: 20  
 Categorical Fund Positions: 0

Submitted: 11/14/2023 03/26/2024  
 Effective: ~~11/15/2023~~ 07/01/2024



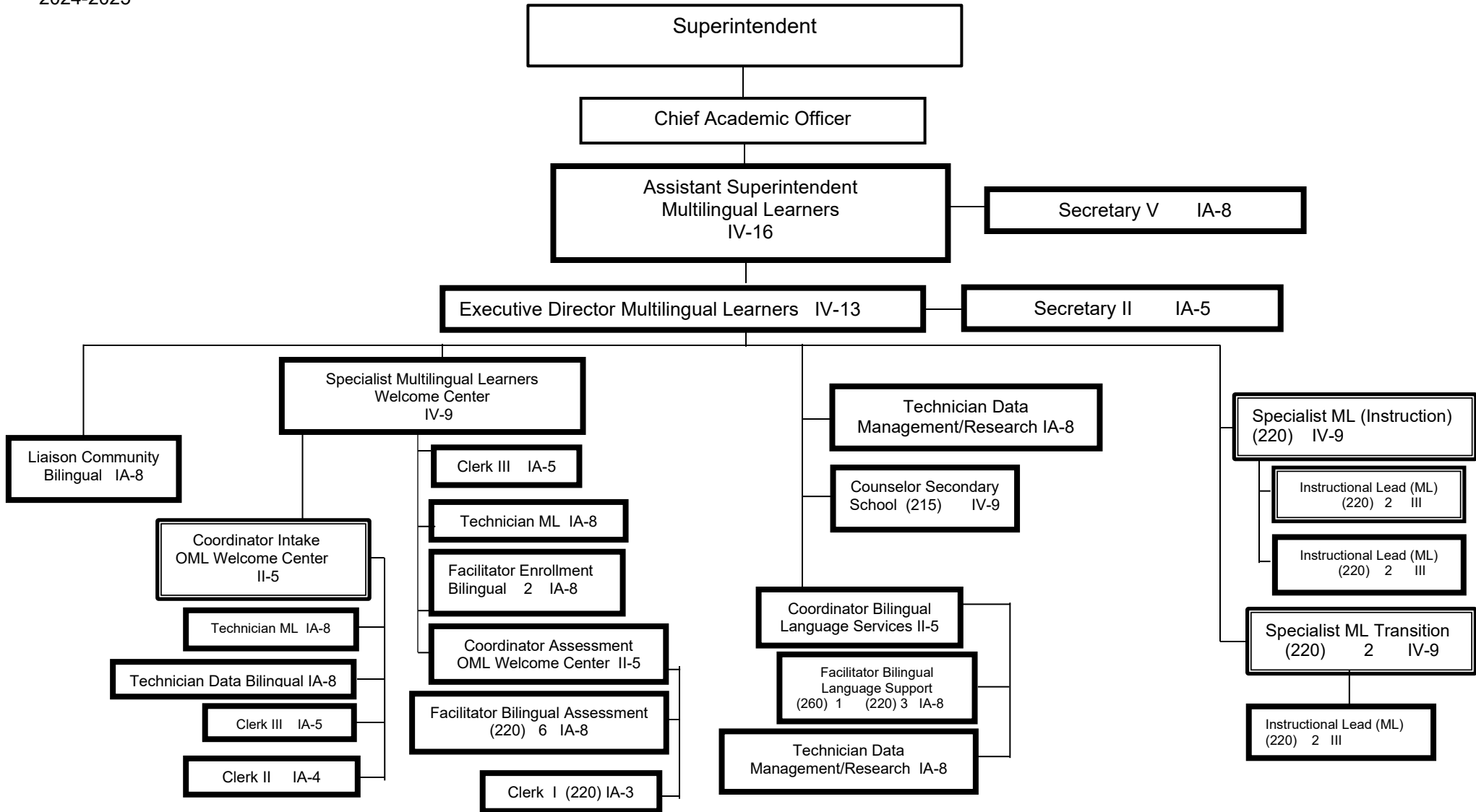
Summary:

General Fund Positions: 20  
 Categorical Fund Positions: 0



Summary:  
 General Fund Positions: ~~34~~ 32  
 Categorical Fund Positions: ~~4~~ 6

1. Reclassify Director Multilingual Learners IV-12 to Executive Director IV-13
2. Update title to Specialist Multilingual Learners Welcome Center and update days to 260
3. Add two (2) Technician ML positions
4. Delete vacant Clerk/Bookkeeper
5. Update Title to Coordinator Intake OML Welcome Center
6. Add two (2) Clerk III positions
7. Update title to Coordinator Assessment OML Welcome Center and update days to 260
8. Change reporting relationship and update title to Specialist ML Transition
9. Change reporting relationship and update title to Specialist ML (Instruction)
10. Reclassify Liaison Community Bilingual to IA-8 and update days to 260 and change reporting relationship
11. Reclassify Facilitator Bilingual Assessment to IA-8
12. Update funding source and update title to Instructional Lead (ML)
13. Delete two (2) vacant Clerk I positions
14. Update title to Instructional Lead (ML)
15. Reclassify and add one (1) Facilitator Enrollment Bilingual to IA-8 and update days to 260
16. Change reporting relationship and update title to Instructional Lead (ML)
17. Delete vacant Liaison Transportation Bilingual
18. Reclassify Technician Data Bilingual to IA-8 and update days to 260
19. Add one (1) 260-day and one (1) 220-day Facilitator Bilingual Language Support positions
20. Update calendar of Clerk II to 260
21. Delete vacant Receptionist/Clerk



Summary:  
 General Fund Positions: 32  
 Categorical Fund Positions: 6