



NEW: Revised: Submitted:

08/21/2024 08/20/2024
~~07/01/2024~~ ~~03/26/2024~~

JOB TITLE:	MANAGER MULTILINGUAL LEARNERS
DIVISION	SCHOOLS ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4297
BARGAINING UNIT:	CERT CERX

SCOPE OF RESPONSIBILITIES

Coordinates and monitors District and school ESL staff , monitors the implementation of assigned programs, provides professional development as assigned, surveys system-wide needs in area of assignment and determines the effectiveness of the assigned program. Supervises and directs the work of committees and other groups as assigned. Ensures compliance with local, state, and federal guidelines. Provides technical assistance and support for the implementation of Title III programming.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for ELD programming and develops short-range and long-range planning to improve outcomes for ML students.
- Oversees the ML Instructional unit and provides support and oversight of the district’s programming for ML students
- Analyzes data to monitor program impact and develop ongoing plans for refinement
- Coordinates University endorsement programs, budgets, and staff training
- Coordinates with IT and the Instructional Team to coordinate internal platform improvements for monitoring and communication
- Researches, implements, and trains district staff in implementation of software and programs designed to support Multilingual Learners
- Researches current practices in programming for ML students to address achievement and opportunity gaps and improve outcomes for multilingual learners
- Works cooperatively with the program director, specialists, and instructional team in assessing and addressing the District’s priorities and needs and in developing, reviewing, and revising programs or activities as assigned
- Supervises and directs the work of committees and task forces as assigned
- Inputs, analyzes, and reports data using internal systems
- Assures compliance with federal, state, and District policy, administrative procedures, and negotiated agreements as applicable to assignment
- Assists with the development of reports for ML program area as required
- 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

Master's Degree in specific content area

Certificate in Administration and/or Supervision (Principal Certification)

Endorsement for Teaching English as a Second Language, all grades

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

Leadership experience in the field of English Language Development

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in area of research methods and strategies

Experience in diverse workplace



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Experience in diverse workplace



NEW: Revised: Submitted:
 08/21/2024 08/20/2024
 07/01/2024 03/26/2024

JOB TITLE:	SPECIALIST ML SCHOOL COMMUNITY SUPPORT
DIVISION	SCHOOLS ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Oversees districtwide Language Services operations to ensure effective communication via translations and interpretations for schools and community using a variety of district platforms and audiences. Coordinates with Communications and other departments to ensure equitable access to districtwide information for multilingual audiences. Supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for the development and coordination of district-wide Communication systems supporting multilingual audiences
- Collaborates with Communications to aid in the planning, creation, dissemination of effective written, verbal, and digital communications to members of the community who do not speak English or have limited English proficiency
- Collaborates with district Family Engagement Specialist and Family Engagement Leads to support removal of communication barriers for multilingual families
- Consults with district departments to ensure equitable access to district resources and opportunities
- Collaborate on family engagement events to recommend, create, disseminate communications that promote events and programs with the multilingual audiences in mind
- Oversees translation services for written district-level materials to be disseminated via the web, social media, videos, and direct messaging to parents/guardians, and other members of the community
- Oversees translation procedures for effective two-way communication with multilingual audiences
- Establishes and maintains partnerships with community agencies and stakeholders that promotes effective communication with multilingual audiences
- Secures resources, monitors, and evaluates the effectiveness of district-wide systems supporting multilingual communication
- Inputs, analyzes, and reports data using internal systems
- Participates in district and local planning meetings
- Oversees and manages services, resources, and program staff
- 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
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years successful experience in the area of assignment (Communications)

Effective communication skills

Experience working with multilingual families

DESIRABLE QUALIFICATIONS

Master's Degree

Leadership Experience

Experience working directly with media agencies

Experience working with diverse community agencies



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DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 9
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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
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Effective communication skills

Experience working with multilingual families

DESIRABLE QUALIFICATIONS

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Leadership Experience

Experience working directly with media agencies

Experience working with diverse community agencies



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JOB TITLE:	SPECIALIST MULTILINGUAL LEARNERS RESETTLEMENT
DIVISION	SCHOOLS ACADEMICS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates student and family services with local agencies and community groups. Develops district-wide systems of support through regular parent and community program development. Oversees summer programming opportunities for refugee and immigrant students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates budgets, programming, and reports for Grants supporting refugee and immigrant students
- Coordinates summer programs and services for Refugee and Immigrant students
- Researches past and current practices around Multilingual Learner support and integrates research into all areas of responsibility
- Assumes responsibility for and assists supervisor in short-range and long-range planning for district support of newly arrived students
- Collaborates with school and district staff to identify and meet professional development needs of staff related to the needs of refugee and immigrant students
- Collaborates with local agencies, the Kentucky Office of Refugees, and The Kentucky Department of Education to ensure compliance with state and federal guidance relating to supporting international families
- Collaborates with the Director and stakeholders to ensure services and programming are meeting the needs of refugee and immigrant students and families
- Inputs, analyzes, and reports data using internal systems
- Organizes refugee and immigrant family outreach and engagement
- Participates in district and local planning meetings
- Oversees and manages services, resources, and program staff
- 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
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MINIMUM QUALIFICATIONS

Bachelor's Degree in specific content area

Three (3) years of experience in the area (Resettlement, ML advocacy, etc...)

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Certificate in Administration and/or Supervision (Principal Certification)

Successful experience in area of research methods and strategies

Experience in diverse workplace

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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Coordinates budgets, programming, and reports for Grants supporting refugee and immigrant students

Coordinates summer programs and services for Refugee and Immigrant students

Researches past and current practices around Multilingual Learner support and integrates research into all areas of responsibility

Assumes responsibility for and assists supervisor in short-range and long-range planning for district support of newly arrived students

Collaborates with school and district staff to identify and meet professional development needs of staff related to the needs of refugee and immigrant students

Collaborates with local agencies, the Kentucky Office of Refugees, and The Kentucky Department of Education to ensure compliance with state and federal guidance relating to supporting international families

Collaborates with the Director and stakeholders to ensure services and programming are meeting the needs of refugee and immigrant students and families

Inputs, analyzes, and reports data using internal systems

Organizes refugee and immigrant family outreach and engagement

Participates in district and local planning meetings

Oversees and manages services, resources, and program staff

Evaluates staff as assigned

Regular, predictable performance is required for all performance responsibilities

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JOB TITLE:	SPECIALIST MULTILINGUAL SCHOOL SUPPORT
DIVISION	SCHOOLS ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4148
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Oversees systems coordinating mental health and trauma-informed practices to provide wrap around support to international students and families. Supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for the coordination of district-wide ML wrap around services
- Provides leadership and training to school counselors, counselors, ML, Mental Health Practitioners, and FRYCs in their support of effective student services
- Evaluates and monitors program needs continuously and makes evidence-based recommendations
- Assumes responsibility for and assists supervisor in short-range and long-range planning for district support of newly arrived students
- Collaborates with community partners to ensure coordination of services and supports for ML students
- Collaborates with local agencies and The Kentucky Department of Education to ensure compliance with state and federal guidance relating to supporting international families
- Collaborates with OML staff, district departments, Neighborhood Place, and school leadership to identify and analyze multiple data sources to assist principals and school administrators in determining programs and strategies to support mental health wellness of students newly arrived to the country
- Coordinates with the ECE department and related staff to refine support systems for dually identified students
- Coordinates secondary and post-secondary opportunities for ML students such as transcript evaluations and course recovery options
- Collaborates with departments and schools to coordinate support systems related to accountability testing
- Inputs, analyzes, and reports data using internal systems
- Participates in district and local planning meetings
- Oversees and manages services, resources, and program staff
- Evaluates staff as assigned
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MINIMUM QUALIFICATIONS

Kentucky Counseling Certification

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

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DESIRABLE QUALIFICATIONS

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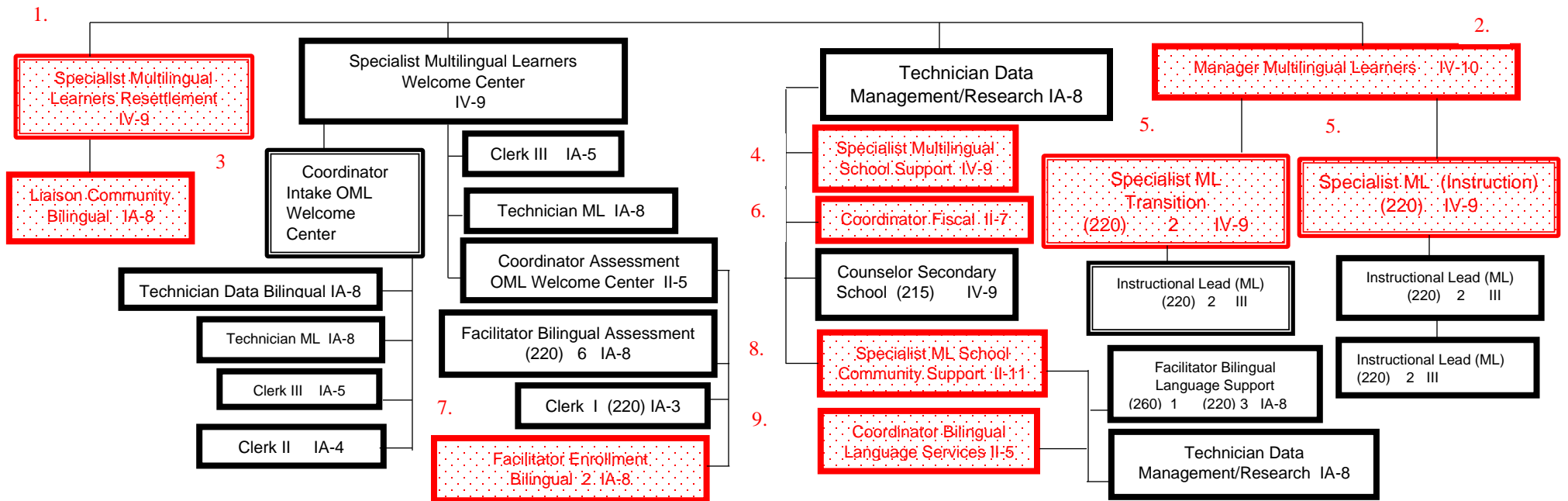
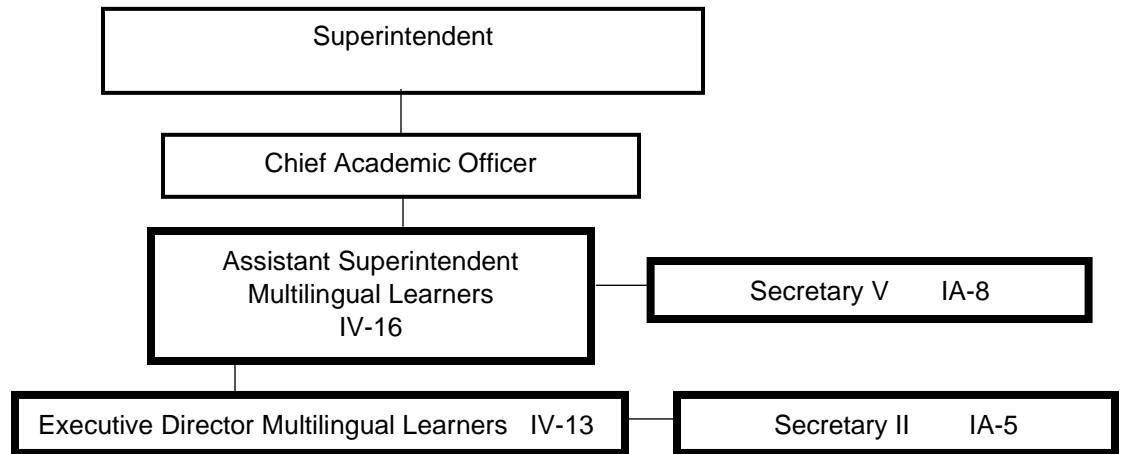
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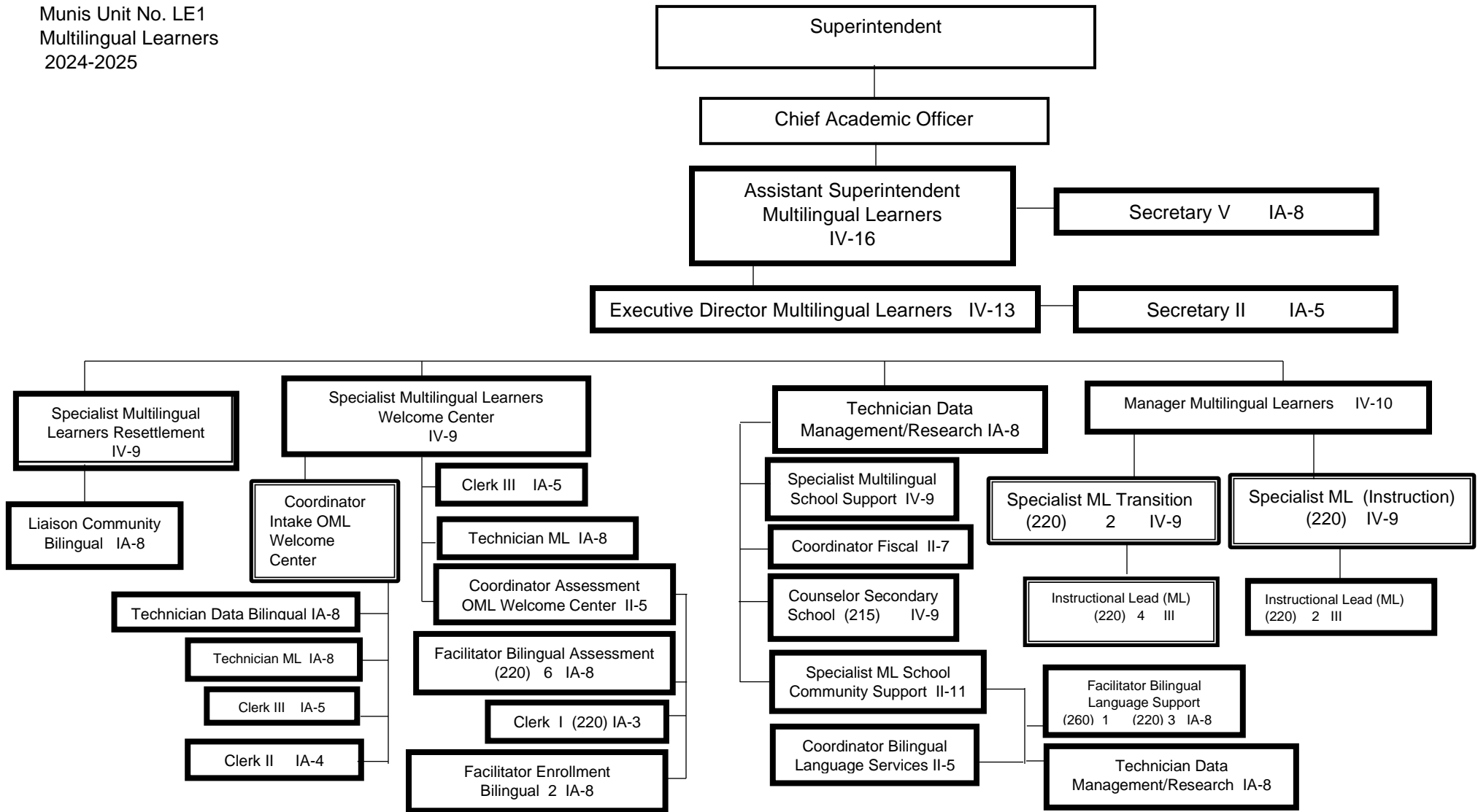


1. Add Specialist Multilingual Learners Resettlement to Central Office Org Chart from Schools/Newcomer Academy.
2. Add Manager Multilingual Learners to Central Office Org Chart from Schools/Newcomer Academy.
3. Change reporting relationship Liaison Community Bilingual from Exec. Director Multilingual Learners to Specialist Multilingual Learners Resettlement.
4. Add Specialist Multilingual School Support to Central Office Org Chart from Schools/Newcomer Academy.
5. Change reporting relationship to Manager Multilingual Learners from Exec. Director Multilingual Learners.

6. Add Coordinator Fiscal to Academics Central Office Org Chart from Schools/Newcomer Academy.
7. Change reporting relationship Facilitator Enrollment Bilingual (2) from Specialist Multilingual Learners Welcome Center to Coordinator Assessment OML Welcome center.
8. Add Specialist ML School Community Support to Central Office Org Chart from Schools/Newcomer Academy.
9. Change reporting relationship Coordinator Bilingual Language Services from Exec. Director Multilingual Learners to Specialist ML School Community Support.

Summary:

General Fund Positions: ~~32~~ 36
Categorical Fund Positions: ~~6~~ 7



Summary:
 General Fund Positions: 36
 Categorical Fund Positions: 7