REVISED: Submitted:

~~07/01/2024~~   ~~03/26/2024~~
07/01/2025   04/29/2025

JOB TITLE:	COORDINATOR INTAKE DATA 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~~ CLAP

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 Development (ELD) Program and Multilingual Learners (MLs). ~~Leads regular community educational sessions about JCPS.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervision of OML Welcome Center Intake 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 MLs ~~students~~ registering through the OML Welcome Center using Student Assignment System (SAS) and OML protocol.
Collaborates with counseling team/s to f~~F~~acilitates ~~initial~~ transitioning process ~~plan~~ for MLs ~~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
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 or High School Diploma with one (1) year experience supporting systems for multilingual students
Three (3) years of successful experience in area of assignment
One year of successful experience in administration/supervision or training staff
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

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training and supervision of OML Welcome Center Intake 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 MLs students registering through the OML Welcome Center using Student Assignment System (SAS) and OML protocol.

Collaborates with counseling team/s to facilitates transitioning process for MLs

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

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 other duties as assigned by supervisor

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

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