

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205

Pay Grade: Instructional

FLSA: Exempt

COMPLIANCE COORDINATOR, MULTILINGUAL SERVICES

REPORTS TO:

Director, Multilingual Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Certification in English for Speakers of Other Languages (ESOL). Three (3) years related professional experience. Demonstrated cross-cultural communication skills and sensitivity. Working knowledge of technical resources.

PREFERRED:

Knowledge of another language. Training in recognizing and being able to deal with linguistic and cultural differences.

MAJOR FUNCTION

Coordinate and conduct the language proficiency testing for English Learner (EL) students countywide. Maintain records, organize, and manage sensitive state and district English language proficiency assessment requirements. The position requires a working knowledge of state laws, rules, and procedures related to the testing of EL students and other program-related requirements. Functions are varied in subject matter and level of difficulty, and range from professional contact with school personnel and the public, interpretation of state policies and procedures to interpretation of test data.

ESSENTIAL RESPONSIBILITIES

- Tests and coordinates testing of the district's students eligible for EL testing.
- Provides publicized EL testing schedules and requirements in compliance with state and local mandates.
- Maintains sufficient materials and services to meet countywide EL testing demands.
- Provides information on appropriate EL testing accommodations to the schools and the public.
- Maintains records as they relate to EL student testing.
- Assists with the preparation of required reports and dissemination of statistical information as they pertain to the testing.
- Addresses community organizations on request on issues related to EL testing.
- Provides teachers and Bilingual Assistants with training and updates on the EL testing issues, procedures, and related state rules.
- Schedules testers and plans their testing activities.
- Provides technical guidance for assisting school and district personnel.
- Maintains and updates Multilingual Services department website related to testing and compliance.
- Collaborates with EL Chairs at each school to provide guidance on ESOL FTE compliance requirements.
- Provides technical assistance and guidance on EL Committee meetings, extension of ESOL services requirements, and EL Individual student plan requirements.
- Coordinates compliance with mandated federal and state parental notification requirements.
- Performs other related duties as assigned.

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TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 12/10 RAS; REVISED: TITLE, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Compliance Coordinator, Multilingual Services - Instructional