

COORDINATOR, MULTILINGUAL SERVICES

REPORTS TO:

Director, Multilingual Services

SUPERVISES:

Not applicable

QUALIFICATIONS:

Associates degree from an accredited college or university and three (3) years of experience in a school system multilingual services department or an equivalent combination of education and experience. Demonstrated proficiency (speaking and comprehension) in the designated language and English.

MAJOR FUNCTION

Plans and performs specialized instructional support work in Multilingual Services department by directly assisting the program director and staff in supporting multilingual students, families and staff districtwide. Work is performed under general direction with considerable independence and is reviewed through reports, conferences, and results obtained.

ESSENTIAL RESPONSIBILITIES

- Coordinates implementation of the ESOL Endorsement classes and other English Speakers of other Languages (ESOL) trainings in the Multilingual Services department.
- Reviews college and in-service records of newly hired teachers for ESOL training credit transfer.
- Ensures adherence to the Multilingual Services department objectives by guiding teachers and teacher assistants in identifying and attending appropriate training.
- Assists in the development, organization, and presentation of staff development sessions for the department staff and families.
- Assists with testing English Learner (EL) students for eligibility, extension of instruction, and annual state testing of English language proficiency.
- Develops partnerships with non-profit community partners and communities that represent and reflect the cultural backgrounds of the English Learner (EL) and world language students.
- Coordinates district and school volunteer, parent and community involvement program advisory committee and related education events.
- Researches and develops a list of existing agencies that serve the multilingual community.
- Researches and develops a list of available resources within the schools as well as in the community.
- Coordinates and manages Multilingual Services department social media efforts.
- Performs other related duties as assigned.

TERMS OF EMPLOYEMENT

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.

Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 06/06/19; BOARD APPROVED: 07/30/19; REVISED: TITLE, RT, MQ, MF, ER 06/02/25 MV;
BOARD APPROVED: 07/29/25

COORDINATOR, MULTILINGUAL SERVICES

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 keyboard to enter and transform words or data				X	
21. Using a video display terminal				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				

Coordinator, Multilingual Services – PTS