DeKalb CUSD 428
Job Description

Position Title:	Multilingual Services Case Manager Facilitator
Department:	Teaching & Learning
Supervisor:	Multilingual Coordinator
Calendar:	180 Day
FLSA Status:	Exempt
Affiliation:	DCTA
Date:	February 10, 2023

Objective

To perform highly responsible general management support of the multilingual department within Teaching & Learning; act as liaison between the district, school and students' homes on multilingual services, related areas and issues; provide managerial and technical staff assistance to district staff, parents, community agencies, and social service agencies in areas of special education related concerns; assist in overseeing, monitoring and enhancing the district's multilingual programs and services.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Assist in the implementation of goals and objectives of the Multilingual Department
5. Contribute and attend meetings related to students dually identified as needing supports with special education/IEP meetings
6. Develop and implement special education services for dually identified students in conjunction with Individual Education Plan (IEP) team
7. Assist in the implementation of multilingual programs, special projects or instructional program; carry out the goals and objectives of the program; meet regularly with participants who are involved with the program
8. Provide technical assistance, information and guidance regarding all multilingual services and programs and relevant federal and state regulations, guidelines, legislation, and mandates.
9. Oversee and provide referral services to students in need of special programs within the district or social services/community agencies outside of the district in related areas; direct administrators, staff, parents and guardians to resources/agencies to address individual student needs
10. Conduct workshops, informational meetings and professional development trainings related to multilingual education

11. Identify and place students in multilingual services according to state timelines and regulations
12. Develop and maintain a positive work relationships with students, families, classroom teachers, case managers and student service personnel
13. Regular and consistent monitoring of student attendance, grades, and performance to ensure students have equitable access to their education

14. Regular and consistent collaboration with teachers, counselors, etc. to ensure linguistic accommodations are provided for students

15. Assist with transition in and out of multilingual services

Qualifications

1. Illinois Professional Educator License
2. Bilingual Endorsement in Spanish
3. Minimum three years successful experience in multilingual/ESL programs preferred

Knowledge, Skills and Abilities

1. Knowledge of principles, practices and legal requirements of multilingual education
2. Knowledge of district policies and procedures applicable to multilingual education and programs
3. Highly organized and efficient with time
4. Demonstrated skill in computer/online applications related to student services
5. Effective communication with multiple stakeholders.
6. Ability to establish and maintain cooperative professional working relationships with parents, staff, administrators, community agencies and the public in the performance of position responsibilities.
7. Ability to analyze obstacles and provide clear, concise solutions as well as develop viable alternative approaches, project consequences of proposed actions and assist staff in implementing recommendations in support of goals, make decisions and accept responsibility for those decisions.
8. Ability to maintain records and documentation of services rendered and action taken.

Supervisory Responsibility

None

Position TRS Eligible

Yes

Work Environment

This job operates in a professional office environment. This role routinely uses standard office computer equipment such as computers, laptops and servers.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Education and Experience

1. Illinois Professional Educator License
2. Bilingual Endorsement in Spanish
3. Minimum three years successful experience in multilingual/ESL programs preferred
4.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical activity of this position. ***(Please check all blocks that apply)***		
☐	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
☐	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
☐	E.	Crouching. Bending the body downward and forward by bending leg and spine.
☐	F.	Crawling. Moving about on hands and knees or hands and feet.

☐	G.	Reaching. Extending hand(s) and arm(s) in any direction.
☐	H.	Standing. Particularly for sustained periods of time.
☒	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
☐	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
☐	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
☐	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
☐	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
☐	N.	Grasping. Applying pressure to an object with the fingers and palm.
☐	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
☒	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
☐	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. ***(Please check only one block)***		
☒	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

☐	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements including color, depth perception, and field vision. ***(Please check only one block)***		
☒	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
☐	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
☐	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
☐	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. ***(Please check all blocks that apply)***		
☐	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
☐	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
☐	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
☐	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
☐	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

☐	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
☐	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
☐	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
☐	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
☐	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
☐	K.	The worker is required to function in narrow aisles or passageways.
☒	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures
This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.