



**JOB TITLE:** Multilingual Compliance Secretary  
**DATE REVISED:** April 28, 2025  
**REPORTS TO:** Multilingual Program Coordinator  
**DEPARTMENT/CAMPUS:** Teaching & Learning: Multilingual Services  
**PAY GRADE/DUTY DAYS:** CP4 / 195  
**FLSA:** Non-Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for supporting the timely and accurate implementation of compliance processes for Emergent Bilingual (EB) students by assisting with assessments, managing student records, maintaining documentation, and facilitating family communications. This role ensures the accuracy of compliance records, supports operational efficiency across assigned campuses, and promotes access to multilingual services through organized clerical and logistical support.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### ***Compliance, Documentation, and Student Records Support:***

1. Administers language proficiency assessments for potential and current Emergent Bilingual (EB) students at assigned campuses, following established testing protocols to ensure valid results and maintain confidentiality.
2. Prepares, organizes, and secures all assessment materials in compliance with District and state guidelines, ensuring the integrity, accountability, and proper handling of all testing resources before, during, and after administration.
3. Accurately documents and enters assessment results into District-approved platforms to support compliance tracking.
4. Communicates with families in English and Spanish, or as to provide information about program placement, compliance timelines, and required documentation.
5. Assists with the distribution, collection, and organization of parent forms and notices.
6. Serves as a point of contact for EB families to ensure clear communication and support for family engagement.
7. Assists in maintaining and organizing compliance documentation, including student folders, assessment records, and placement forms.
8. Supports clerical processes related to student language proficiency identification, program placement, and reclassification activities.
9. Performs data entry related to Emergent Bilingual (EB) student records and compliance documentation into the designated system(s) of record, and verifies information for completeness and accuracy.
10. Assists with compiling, generating, and formatting reports to support monitoring, audits, and program operations under the guidance of supervisory staff.
11. Collaborates with appropriate department personnel to support compliance activities across assigned schools.
12. Participates in departmental training to stay updated on compliance procedures and multilingual program requirements.
13. Maintains accurate tracking logs of completed assessments, parent communications, and compliance documentation to support reporting and audit preparation.
14. Assists with preparing, organizing, and distributing compliance-related materials such as parent/guardian letters, LPAC notifications, reclassification documents, and meeting invitations, as directed by supervisory staff.
15. Assists in monitoring deadlines related to compliance activities and communicates upcoming needs or missing documentation to assigned clerks, leads, or supervisors.
16. Provides clerical support for department meetings, training initiatives, and professional development activities, including preparing sign-in sheets, materials, and room setup as needed.

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17. Ensures proper handling, storage, and archiving of physical and digital records in accordance with District retention schedules and confidentiality protocols.

**Compliance:**

18. Performs all assigned work activities in accordance with department and District procedures, and in compliance with applicable federal and state regulations and requirements, including but not limited to the Civil Rights Act of 1964 Title VI, the Equal Educational Opportunities Act (EEOA) of 1974, the Every Student Succeeds Act (ESSA) of 2015, the Texas Education Code, and the Texas Administrative Code.
19. Demonstrates and maintains proficient working knowledge and understanding of District, state, and federal compliance requirements as they relate to Emergent Bilingual (EB) student documentation, LPAC recordkeeping, language proficiency assessment processes, and reclassification support activities.
20. Monitors respective work activity for variances and anomalies.
21. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
22. Assists with audits and the preparation for audits, as directed, whether initiated internally or externally.
23. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

**General:**

24. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
25. Assists department leadership in the compilation of miscellaneous confidential reports.
26. Attends departmental and organizational meetings, as required.
27. Attends conferences, seminars, and related educational events to maintain proficient understanding and working knowledge respective to the job function and industry.
28. Displays integrity, responsibility, accountability, teamwork, and ethics.
29. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
30. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
31. Demonstrates proficient working knowledge and understanding of computer software systems and applications relating to managing student information, supporting compliance tracking, maintaining records, process documentation, and other areas of relevance applicable to the job function.
32. Demonstrates proficient working knowledge and understanding of communication and productivity based computer systems including, but not limited to, Microsoft Excel, Word, Outlook, and PowerPoint, Google Shared applications to include Google Sheets, Google Docs, Google Slides, and other related applications relevant to the job function.
33. Performs other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- High school diploma or equivalent GED
- Two years of experience working in a same or similar administrative capacity with responsibility in providing administrative and clerical support relating to managing applicable compliance requirements;
- Or an equivalent combination of education and work experience
- Fluency in English and Spanish, with the ability to speak, read, and write proficiently in both languages
- Active, Valid, and In Good Standing Texas driver's license

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Organization** – Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental and organizational deadlines.

**Customer Service** - Demonstrates concern for meeting internal and external customer needs, and in a manner that provides customer satisfaction within the available resources.

**Attention to Detail** - Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

**Time Management** - Budgets, schedules, and manages own time to fulfill priorities effectively and efficiently.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent sitting, standing, walking, reading, speaking, hearing, and viewing computer monitors. Duties involve prolonged use of computer systems, standard office equipment, and communication devices, along with regular interaction with campus staff, District personnel, and families both in person and electronically. This role requires frequent typing using a computer keyboard and mouse, performing data entry, preparing and organizing compliance documents, and maintaining student records and files with accuracy and confidentiality. The position also requires occasional lifting, carrying, pushing, or pulling of boxes, materials, or supplies weighing up to 25 pounds. Frequent Districtwide travel between campuses is required to support compliance activities, LPAC processes, and assessment administration. Work is performed primarily indoors in climate-controlled settings such as offices, campuses, and meeting rooms. Occasional exposure to varying temperatures, outdoor conditions, dust, and other typical school environmental factors may occur during campus visits. Flexibility, adaptability, and the ability to manage varying schedules and shifting priorities across multiple campuses are essential. This role also requires maintaining emotional control under stress, particularly during peak compliance and audit periods.

**EMPLOYEE ACKNOWLEDGEMENT:**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_