

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	World Languages Visa Specialist
Pay Table:	Support
Pay Grade:	11
FLSA Status:	Non-exempt
Job Code:	834
Reports to:	Teaching & Learning Humanities Director

JOB SUMMARY

Under the direction of the Teaching & Learning Humanities Director, the World Languages Visa Specialist works with foreign educators hired to work in the District's Dual Language Immersion program. Performs a variety of responsibilities supporting foreign educators holding a J-1, Q-1, or H-1B visa, or any other approved visa for continued employment within the district.

ESSENTIAL JOB FUNCTIONS

- Provides relocating assistance to foreign educators who have been hired to work in the Dual Language Immersion program or other district programs.
- Assists foreign educators with visa and other related immigration documentation.
- Acts as a liaison with other departments i.e. Human Resources, Payroll, Accounting, and Quality Teaching and Professional Staffing.
- Coordinates with the World Language and Immersion Department in facilitating instructional programs and trainings.
- Directs communication and support efforts of Principals and administrative teams on needs of foreign educators.
- Helps administer the Dual Language Immersion budget.
- Works with Amity Institute or other organizations to build international teacher exchange programs with schools.
- Provides support to international educators dealing with cultural differences and issues.
- Coordinates with the World Language Department on other duties as assigned.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Proficient with Microsoft Excel and other Microsoft applications.
- Three (3) years of experience related to similar tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Bi-lingual language skills preferred.
- Some legal and/or immigration experience preferred.
- Strong organizational skills and demonstrated attention to detail.
- Strong communication and problem-solving skills.
- Ability to operate computer and small office equipment.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.