



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **MULTILINGUAL FAMILY COORDINATOR**

### **POSITION:**

Multilingual Family Coordinator

### **LOCATION:**

Central Office

### **POSITION SUMMARY:**

The Multilingual Family Coordinator is responsible for initiating and maintaining regular contact and support with multilingual families. They assist in designing and implementing systemwide plans to improve the achievement of multilingual learners and also provide information and training to families, school communities, and personnel. The Multilingual Family Coordinator works collaboratively with schools, family members, and community partners to develop and implement effective multilingual learner family engagement and communication strategies at the school and district levels, helping to enhance and expand services beyond the classroom. This position plans, organizes, and implements programs and activities for family outreach and engagement, and coordinates activities with partner agencies. Additionally, they support families in navigating the school system, establishing trusting relationships with schools, and helping to provide access to school resources and staff. They also advocate for families and their children and may be involved in identifying and referring families for contact/appointments at other supportive agencies, including health care appointments. This position requires occasional evening meetings and events.

### **REPORTS TO:**

Supervisor of Multilingual Learners

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. At the time of application, the candidate must hold or be eligible for:
  - Bachelor's degree and/or three years of experience working with multilingual parent engagement and community involvement
  - Coursework in education, counseling, or communications preferred

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Experience in working with linguistically and culturally diverse communities and families with the ability to be culturally sensitive and appropriate
2. Proficient oral and literacy skills in at least one language other than English that aligns with the home languages spoken by Multilingual learners and their families in CCPS
3. Native speaker of second language preferred
4. Bilingual in English and Spanish preferred
5. Ability to establish and maintain personal/programmatic boundaries, while providing supportive services.
6. Demonstrates outstanding communication and interpersonal skills in first and any additional languages both orally and in writing
7. Knowledge of community resources that support ML families
8. Experience organizing groups and events, working with volunteers and/or community organizations
9. Knowledge of general laws as well as registration laws, policies, and procedures related to MLs
10. Experience with educational systems, second language acquisition, and bilingual literacy
11. Knowledge of the MSDE ML databases, sites, and programs in order to retrieve and utilize ML data
12. Strong project management skills with the ability to handle multiple assignments and the ability to meet deadlines
13. Experience developing, delivering, and facilitating professional learning

14. Working knowledge of Microsoft Office suite programs, technology, and data presentation programs

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Provides leadership and support to schools and the district in implementing evidence-based, high-impact practices that promote ML family engagement and student achievement.
2. Assist school teams in developing, implementing, and assessing family engagement for their multilingual learner families and provide strategies for including families in their school community.
3. Coordinates and integrates family engagement programs and activities for families of multilingual learners with other programs such as Early Childhood, Special Education, and Student Services.
4. Builds a network of educators, school support staff, and community members who support and advocate for the ML student community and serves as a liaison between CCPS, ML families, and community partners.
5. Advocates for multilingual families by communicating the needs and concerns of ML families to the school/school system.
6. Assists ML families in working with community partners that provide services and support to the school and families.
7. Collaborates with Early Childhood, Special Education, Student Services, Equity, Instruction, and Gifted and Talented to identify multilingual learners who may be gifted and talented, at risk, or have special needs by coordinating the provision of services outside of the classroom.
8. Promotes positive relationships with families and community partners to remove barriers to student enrollment/registration and achievement by ensuring equitable access to programs and services, including ML services.
9. Coordinates the delivery of and/or conducts ML family workshops/meetings as needed in collaboration with school staff, counselors, and or representatives from community organizations.
10. Delivers/coordinates professional learning related to cultural competency for school personnel.
11. Establishes contact with appropriate statewide and local ML support groups to build community, increase awareness of Blueprint and education efforts, and engage more EL families in the state education transformation conversation.
12. Facilitates translation services for communication between school personnel, families, and community partners through trained translators and interpreters.
13. Serves as an interpreter for families and schools
14. Performs other family support/engagement duties as assigned.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
Performs related work as required or assigned by the Supervisor of Multilingual Learners or designee.

**PHYSICAL DEMANDS:**

Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

**UNUSUAL DEMANDS:**

Flexible hours based on evening and weekend school events, including working with families in the evening, 35 hours per week.

**TERMS OF EMPLOYMENT:**

Twelve (12) month position and salary commensurate with qualifications applied to the current salary schedule for support employees (Scale 23: \$28.88/hr - \$42.61/hr). If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County

Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – <https://calvertnet.k12.md.us>.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis

Director of Student Services

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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