PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8280
Pay Grade: E01

FLSA: Exempt
PTS

COORDINATOR, MULTILINGUAL SERVICES FAMILY AND COMMUNITY RELATIONS

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Education, or a related field, plus three (3) years progressively responsible related experience, ~~i~~ncluding one (1) year of school-related volunteer work.

MAJOR FUNCTION

Performs responsible, professional work in the recruitment, interviewing, training, and placement of multilingual volunteers and/or assisting and coordinating diverse groups in the community. Work is performed independently under general direction and reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Participates in the planning, implementation, coordination, and evaluation of the multilingual Family Outreach services.
- Provides interpretation of school board policies and procedures for multilingual families.
- Coordinates and provides training for administrators, SAC, faculty, and other school-based staff on issues relevant to multicultural and multilingual parental rights.
- Establishes and maintains records on multilingual volunteer/community involvement activities or services and activities provided to the community.
- Prepares and submits routine reports.
- Solicits participation and enlists cooperation of local companies and/or senior citizens, and other community groups in the recruitment of multilingual volunteers.
- Recruits, interviews, trains, and places corporate employees and/or senior citizens in school multilingual volunteer positions to work as tutors, mentors, and/or youth motivators; monitors volunteer placements.
- Recruits, interviews, and trains multilingual volunteers from diverse groups to serve as advocates/ interpreters/tutors/mentors and/or youth motivators.
- Coordinates award programs and other volunteer recognition activities.
- Assists schools in the development of partnerships with non-profit community partners and communities that represent and reflect the cultural backgrounds of the multilingual students.
- Assists with coordinating staffing of district and school multilingual volunteer, parent, and community involvement program advisory committees.
- Assists schools with family outreach/communication in the native languages of multilingual services.
- Researches and develops a list of existing agencies that serve the multilingual community.
- Determines services and how they may be utilized within the school system to assist multilingual families.
- Serves as a liaison between the school system and the refugee agencies.
- Coordinates and organizes valuable services for school personnel and serves as a bridge for schools with the diverse communities, performing necessary services to ensure accurate communication to these communities.
- Researches and develops a list of available resources within the schools as well as in the community.
- Assists with coordinating training for families on navigating the school system and other relevant topics.
- Consults with school personnel and develops appropriate action plans for school multilingual family outreach with a goal of increasing multilingual students' academic achievement.
- Compiles and distributes materials relevant to working with students from another country.
- Prepares and presents the program to schools on various cultures.
- Supports and relates to parents in their effort to maximize the child's school experience.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *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: 05/08/15 CH; BOARD APPROVED: 05/19/15; REVISED: TITLE, RT, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25

COORDINATOR, MULTILINGUAL SERVICES FAMILY AND COMMUNITY RELATIONS

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 computer to enter and transform words or data					X
21. Using various technology tools					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				