

Exhibit 1  
School Board Agenda Item  
February 19, 2020  
Executive Summary

<b>Title:</b>	Proposed <b>Revised</b> Job Description for the Bilingual Intake Facilitator Position
<b>Background:</b>	This item is being recommended for School Board <b>adoption</b> to meet requirements for revised job description.
<b>Position Title:</b>	Bilingual Intake Facilitator
<b>Division/Department:</b>	Chief Academic Officer
<b>Pay Grade:</b>	13
<b>Range:</b>	\$16.92 - \$25.94
<b>Salary Schedule:</b>	2018 - 2019 FOPE Salary Schedule
<b>Recommended Policy Status:</b>	Non-Chart Job Description – <b>Final</b> Reading
<b>Rationale:</b>	<p>The job description for the Bilingual Intake Facilitator is being revised to better align the qualifications and primary performance responsibilities of the position based upon the expected scope of work. This position is responsible for providing effective communication between parents and/or students and District personnel, by performing verbal interpretations and translations, as well as other responsibilities in a variety of situations, and by providing information to students, parents and community members in their native language.</p> <p>The revisions include updates to the job title to provide a better description of the work performed, edits to existing performance responsibilities, the addition of new duties to better clarify work expectations, and edits to the minimum education and experience requirements to improve the attraction of qualified job applicants.</p>
<b>Pay Grade Change:</b>	An evaluation of the revised job description does not result in a pay grade change.
<b>Cost / Financial Impact:</b>	The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.
<b>Union Notification:</b>	As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet & Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for FOPE-Clerical was provided a copy of the job description via e-mail on December 13, 2019. Additional feedback was not received prior to submission of this document for approval.