



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Language, Culture & Equity (LCE) Logistics and Data Specialist** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialist** Pay Range: **PS35H**  
 Prepared/Revised Date: **April 11, 2024** Job Code: **50641**

**SUMMARY:** Responsible for collaborating closely with the English Language Development (ELD) Consultant and the Director of LCE to provide the district with accurate state reporting and district student information for multilingual learners (MLs) and other students LCE serves. Train and support staff with the ELD identification process and work closely with registrars, ELD teachers, and Family Liaisons to ensure correct identification methodologies are followed. Provide logistical support and data analysis for federal programming including ELD, Immigrant, Migrant, Newcomer, and McKinney-Vento statuses. Fulfill foreign transcript analysis, state reporting, and student information system updates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

| Description of Job Tasks  | Frequency  | % of Time  |
|---|--|--|
|   | Daily = <b>D</b><br>Weekly = <b>W</b><br>Monthly = <b>M</b><br>Quarterly = <b>Q</b><br>Annually = <b>A</b> | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Provide logistical support and manage data for the federally mandated English Language Development (ELD) identification and program placement process, including ensuring school sites follow the ELD identification process, uploading and archiving supporting documents, and uploading data into the student information system. Serve as contact for parents, school registrars and ELD teachers regarding identification processes and logistics. | D  | 25%  |
| 2. Provide data, reports, and guidance to ELD Consultant, LCE Director and other departments as requested regarding all programs LCE supports. Work collaboratively with the LCE team to create Board of Education presentations. Prepare supporting documents for any auditing processes. Maintain confidentiality with student/family/staff data and use processes to ensure protection of sensitive data.  | D  | 20%  |
| 3. Coordinate and process logistical needs for the LCE department, including coordinating tutoring, interpretation, and parent events. Collaborate with the LCE Specialist to support master calendar maintenance, website information, and provide general clerical support (copies, data entry, filing, correspondence, etc.). Provide general customer support to all families that contact LCE.   | D  | 15%  |
| 4. Develop and facilitate relationships with partners, district departments and school personnel to adopt, and maintain consistency in adherence to district's preferred or required LCE protocols. Work with school, district, and state personnel to successfully implement initiatives. Use cultural competencies to bridge understanding and foster positive relationships with people from culturally and linguistically diverse backgrounds.        | D  | 10%  |
| 5. Attend work and arrive in a timely manner.   | D  | 1%   |
| 6. Build, coordinate and implement foreign transcript analysis process.   | W  | 10%  |
| 7. Ensure timely and accurate reporting by compiling and analyzing data from district systems for use by administration, departments, and school communities. Assure data integrity by running internal audits and identifying problems and offering solutions.   | W  | 10%  |



| Description of Job Tasks   | Frequency   | % of Time  |
|--|---|--|
|  | Daily = D<br>Weekly = W<br>Monthly = M<br>Quarterly = Q<br>Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 8. Collaborate with ELD Consultant and Director of LCE for strategic planning regarding staff deployment in alignment with student data, strategic design of federal programs, consolidated application of programs, and budgeting strategy to meet the needs of LCE's student population. | M   | 5%   |
| 9. Perform other duties as assigned.   | Ongoing   | 4%   |
|  | <b>TOTAL=</b>   | <b>100%</b>  |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent required. Post-secondary courses in business administration, logistics, data analysis, etc. or equivalent preferred.
- Two or more years' experience in a business/office support role required.
- Experience working with diverse customer populations preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid driver's license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Ability to learn new and complex computer programs
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual (Spanish) oral and written communication skills preferred
- Ability to build and maintain a positive work environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and intermediate level personal computer and peripherals skills
- Operating knowledge of and intermediate level skills with Microsoft Word, Excel, Outlook, and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                        | POSITION TITLE                                       | # of EMPLOYEES |
|------------------------|--|----------------|
| <b>Reports to:</b>     | English Language Development Consultant              |                |
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                |

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                | Amount of Time |           |            |          |
|-------------------------------------|----------------|-----------|------------|----------|
|                                     | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |                | X         |            |          |
| Walk                                |                | X         |            |          |
| Sit                                 |                |           | X          |          |
| Use hands to finger, handle or feed |                |           |            | X        |
| Reach with hands and arms           |                |           |            | X        |
| Climb or balance                    | X              |           |            |          |
| Stoop, kneel, crouch, or crawl      |                | X         |            |          |
| Talk                                |                |           |            | X        |
| Hear                                |                |           |            | X        |
| Taste                               | X              |           |            |          |
| Smell                               | X              |           |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                | X         |            |          |
| Up to 25 pounds           |                | X         |            |          |
| Up to 50 pounds           | X              |           |            |          |
| Up to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           |            | X        |
| Analyze              |                |           |            | X        |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           |            | X        |
| Instruct             |                |           | X          |          |
| Compute              |                |           |            | X        |
| Synthesize           |                |           | X          |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                |           |            | X        |
| Negotiate            |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            | X              |           |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |



| WORK ENVIRONMENT:          | Amount of Time |           |            |          |
|----------------------------|----------------|-----------|------------|----------|
|                            | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Extreme heat (non-weather) | X              |           |            |          |
| Risk of electrical shock   | X              |           |            |          |
| Work with explosives       | X              |           |            |          |
| Risk of radiation          | X              |           |            |          |
| Vibration                  | X              |           |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        | X              |
| Moderate     |                |
| Loud         |                |
| Very Loud    |                |