

**Job Title:** Dual Language Immersion Immigration Specialist  
**Department:** Human Resources  
**Reports To:** Assistant Director, Human Resources  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 04



## **SUMMARY**

The Dual Language Immersion (DLI) Immigration Specialist oversees WCSD DLI immigration related programs and assists foreign nationals with immigration procedures. The Specialist will work closely with the DLI Coordinator and HR representatives to obtain and maintain lawful non-immigrant status on behalf of new and current foreign staff in WCSD. The Specialist reviews immigration procedures and legal status of foreign employees, follows established procedures, and escalates issues for timely resolution.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

Prepares required documentation for U.S. Homeland Security, U.S. Department of Labor, U.S. State Department, U.S. Citizenship and Immigration Services, U.S. Department of Defense, and foreign governments for the hiring and ongoing employment certification of teachers including international guest teachers, non-immigrant teachers, and those requiring change in immigrant status.

Prepares, coordinates, and completes visa sponsorship applications. Manages compliance with employment visa conditions. Ensures all paperwork, including applications for immigration and visas are completed accurately and in a timely manner.

Reviews immigration procedures and legal status of DLI Program foreign employees.

Provides guidance and consultative support to DLI Program foreign employees on compliance issues and matters including visa adjustments, maintaining status, authorized travel, employment questions, transfers, changes in status, travel, and re-entry into the country.

Maintains roster with petition receipt numbers and deadlines for requests for evidence.

Manages the budget for the visa petitions.

Distributes immigration documents to employees. Updates tracking roster.

Supports USCIS audits and requests for evidence. Provides appropriate response to DLI immigration questions and resolves issues according to required legal requirements.

Manages I-9 verification and reverification of expired I-9s for those on visa sponsorship.

Collaborates with appropriate staff to recommend appropriate requirements for all visa work within the required time frame.

Prepares reports including statistical data.

Acts as a liaison with USBE, College Board, and Hanban organizations to coordinate hiring dual immersion teachers.

Conducts proactive and organized searches for highly qualified, specialized candidates for the Dual Immersion Program. Tracks recruitment efforts and produces reports when necessary.

Coordinates the on-boarding process of dual immersion program new hires and rehires. Provides support to new teachers as they transition/relocate to Utah.

Assists educators with Utah educator licensing requirements for new licensing applications and licensing renewals.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Maintains knowledge of all applicable federal and state laws and regulations. Knowledge of work visas and I-9 employment eligibility verification requirements.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from an accredited college or university and 2 - 4 years of experience in immigration compliance or human resources or related experience; or equivalent combination of significant college education and related work experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>Assistant Director, Human Resources</b>		Date: <b>01/21/2020</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>01/21/2020</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
		Date: <b>03/01/2021</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:
		Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	