

BILINGUAL RESOURCE FACILITATOR II



Purpose:

Performs a variety of tasks assisting in the support of the English Language Development (ELD) Program and other programs for multilingual and/or historically underserved students and families. Provides a variety of complex written translation and oral interpretation services for district and school programs and activities.

Reports to: Multilingual Department Administrators

Distinguishing Characteristics:

The BRF I differs from the BRF II in that the BRF I position provides written translation and oral interpretation services for specific schools, while the BRF II position requires a wide variety of frequently complex written translation and oral interpretation services for school- and district-level audiences, and the creation and presentation of professional development materials that are delivered to a wider audience.

Nature and Scope:

Performs work of a variable nature in accordance with established procedures and guidelines under general supervision.

Essential Job Functions:

1. Identifies, assesses, and enrolls students for participation in English Language Learner programs, Newcomer programs, Dual Language programs, the American Indian/Alaska Native program, the Migrant Education Program, and other programs serving multilingual students and their families.
2. Performs a wide variety of frequently complex written translation and oral interpretation services for schools and district community outreach, family involvement, and family assistance.
3. Acts as liaison for students and families to ensure they access school, district and community programs and services.
4. Provides students and families with school and district resources, and information about other community resources.
5. Functions as part of the district assessment team to assist schools and the district with statewide assessments, and identification and progress monitoring assessments.
6. Assists school counselors, administrators, teachers, other staff, students, and families in implementing district policies, federal and state regulations, health-related regulations, and student discipline guidelines.
7. Provides support to administrators and other staff with professional development, implementation, monitoring, and evaluation of programs and initiatives.
8. Provides support in the implementation of language programs (e.g., English Language Development, Tribal Language, World Language, Dual Language, Heritage Language), options programs, and other federal and state programs.

9. Serves as a liaison between schools and community partners in order to identify and support additional services and resources for students and their families.
10. Creates materials and provides professional development about specific languages and cultures to staff, students, families, and community partners. Creates materials and provides professional development to students and families based on the needs and interests of specific language and cultural communities.
11. Collects and analyzes information about program needs, progress, and effectiveness, and provides it to staff, students, and families to inform decision making.
12. Completes home visits in order to carry out the Essential Job Functions.
13. Maintains records and prepares reports related to the work.

Other Job Functions:

14. Provides back-up support to other staff.
15. Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of the principles, practices, and methods related to English Language Learner programs, Newcomer programs, and other language and support programs or the ability to obtain them within a reasonable amount of time.
2. Knowledge of effective methods and practices related to informational and instructional materials development.
3. Knowledge of multilingual speaking cultures and languages.
4. Ability to communicate effectively with other employees, non-English and English-speaking students and parents using tact, courtesy, and good judgment.
5. Ability to speak, understand, read, and write fluently in English and another specific language as needed by the district.
6. Ability to read, speak and write effectively and to communicate professional expressions between languages, which are structurally, grammatically, and idiomatically correct. Ability to interpret nuances of languages.
7. Ability to produce written translations and oral interpretations of content that is frequently complex between English and another specific language as needed by the district.
8. Ability to create materials and present them in professional development settings.
9. Ability to establish and maintain effective working relationships with students, families, and other staff.
10. Ability to understand and execute oral and written instructions, policies, and procedures.
11. Ability to work with accuracy and attention to detail to meet deadlines.
12. Ability to prepare and develop effective information.
13. Ability to effectively use standard technology programs and applications, language interpretation and translation technology programs and applications, and operate standard office equipment.
14. Ability to physically perform assigned duties.
15. Availability and ability to work outside of the regular schedule to support the essential job functions.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Education and Experience:

1. Requires a two-year degree in education or a related field.
2. Two years' experience providing written translation and oral interpretation services that require considerable proficiency in English and another specific language as needed by the district.
3. In lieu of #1 and #2 must possess four years equivalent combination of education and experience necessary to perform the job functions.
4. Requires fluent oral language proficiency in English and other language(s).
5. Requires possession of a valid driver's license.

Working Conditions:

Work is primarily performed indoors but requires frequent travel to schools. Some lifting may be required. Additional work is frequently performed outside regular working hours to support the job functions.

Work Year: 210 Day Contract

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: April 2, 2024

Date Revised: February 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.