

Job Description

Position Title	Interpreter		
Building	District	Department	Varies
Hours	6.5 per day	Supervisor	Program Coordinator/Building Principal
Band and Grade	B-21	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine

Primary Function	Under the general direction of a program coordinator, interprets and translates for teachers and staff, parents, and students; assists in explaining concepts and completing forms; and assists in conducting special education testing for entry and exit to/from program.
-------------------------	---

Essential Duties	
1	Interprets and translates for teachers and staff, parents, and students, for various activities including registration, meetings, and conferences, to ensure effective communication and that all attendants understand one another.
2	Translates and assists parents and students in completing various school forms and applications.
3	Assists teachers in reinforcing instructional concepts, ideas, or material presented to students by the teacher. Assists in copying and organizing materials.
4	Contacts parents by phone or by mail for conferences and meetings with teachers and staff.
5	Collects and maintains information on migrant families in the school district; visits homes and completes forms; attends migrant workshops; and communicates with state liaison.
6	Interprets in English and Spanish for administrators, teachers, special education teachers, parents, and children so that people can understand each other.
7	Translates documents, letters, and announcements from English to Spanish so that the Spanish families in the District understand better what is going on.
8	Makes phone calls mainly to Spanish-speaking parents to pass on information and sets up appointments for school personnel.
9	Functions as the State Migrant Program Liaison to identify migrant families, helps them resolve problems, and works at the Migrant Program Summer School as the recruiter and interpreter.
10	Helps Spanish culture kids with improving their reading skills at Helen Baker.
11	Supervises children at Helen Baker during breakfast, recess, and physical education class as time permits.
12	Translates and interprets in other buildings as time permits.
13	Responsible for keeping his or her portion of the website updated.

14	Performs other duties of a similar nature and/or level.
-----------	---

Minimum Qualifications	Associate degree or two-year technical certificate, ability to speak and read Spanish fluently, and five or more years of interpreting/translating experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
-------------------------------	--

Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of fluent Spanish. • Knowledge of interpreting/translating practices and theories. • Knowledge of basic office equipment.
---------------------------	---

Skills Required	<ul style="list-style-type: none"> • Skill in communicating in Spanish. • Skill in interpreting and translating. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
------------------------	--

Physical Activities/ Requirements	<p>Kneeling, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
--	--