

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS

4184 Translation Aide

Page 1 of 5

JOB TITLE: TRANSLATION AIDE

REPORTS TO: Director of Family and Community Engagement

NATURE AND SCOPE OF JOB:

The Translation Aide promotes parent and community participation in district schools. The Translation Aide will assist in the area of developing and maintaining home-school community relationships. The Translation Aide will assist in breaking down language barriers in order to increase parents' involvement in the schools and empower parents to encourage and assist their children.

QUALIFICATIONS:

The Translation Aide shall:

1. Have at least a High School Diploma and/or ten (10) years of educational experience in urban and community involvement.
2. Must be bilingual.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six-

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS

4184 Translation Aide

Page 2 of 5

month period, provide a sworn statement that the individual has not been convicted of a crime or disorderly person's offense in accordance with 18A:6-7.1.

9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Translation Aide shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Translation Aide shall:

1. Assist in the dissemination of information to non-native speaking parents from the Department of Family and Community Engagement.
2. Provide technical assistance to parents in developing the skills needed to function effectively in a working relationship among home, school and community during the school year.
3. Keep accurate and detailed daily activity log of tasks, meetings and complete assignments.
4. Serve as a parent resource person to all professional personnel.
5. Disseminate information to schools, parents, students and community.
6. Articulate needs of parents for parent training programs.
7. Attend evening and weekend meetings when appropriate.
8. Use computers and/or electronic equipment to fulfill job functions.
9. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
10. Participate in appropriate in-service and workshop programs and attend any required meetings.
11. Display ethical behavior when working with students, parents, school personnel, and other agencies associated with the community.
12. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

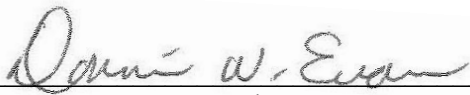
PARAPROFESSIONALS

4184 Translation Aide

Page 5 of 5

EVALUATION:

The Director of Family and Community Engagement shall evaluate the Translation Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

3-1-2014

Date