

Monroe-Gregg School District Role Description



Job Title: District Multilingual Specialist & Interpreter
Location: Monroe-Gregg School District
Job Group: Classified- Non- Exempt (Instructional Days)
Reports to: Multilingual Coordinator

The district multilingual specialist and interpreter works under the supervision of the multilingual coordinator to support the academic and social emotional needs of students who are English language learners. Responsibilities include interpreting for district wide needs, facilitating instruction for students with a language barrier in general education classrooms while promoting effective communications and understanding between the school and the student's home. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Offers a sense of familiarity to students during their transition to public education in the United States.
- Serves as an interpreter between the school and the multilingual family in their native language.
- Serves as an interpreter and resource person for school staff and administration.
- Attends new student "Welcome Meetings" with multilingual parents and new students.
- Attends individualized education plan "IEP" meetings to provide interpretation services.
- Assists in providing access to the core curriculum through the primary language of the student by translating orally, presenting instructional materials, and reinforcing instruction or follow-up on student understanding of specific academic concepts.
- Provides classroom instructional support to individual students or in small groups of limited or non-English speaking learners in a classroom, pull-out, supervised, or other learning environment.
- Assists in the preparation of manipulatives, games, and other materials required for daily instructional activities.
- Improvises when necessary and is able to deviate from the instruction in a positive manner to support ever changing needs of the multilingual students.
- Communicates proactively with multilingual teachers regarding student observations.
- Operates a wide variety of classroom and office equipment including copiers, computers, chrome books, and software (i.e., Google classroom, email, etc.)
- Supervises students during morning/afternoon dismissal, lunch/recess, field trips, bus duty, etc. when needed.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the multilingual coordinator regarding issues and concerns.
- Other duties as assigned by the multilingual coordinator.

Essential Qualifications:

- Bachelor's degree.
- Appropriate certification for interpretation services.
- Experience in interpreting fluently in both English and the targeted second language.
- Knowledge of cultural differences which may affect limited English proficient students and their families.
- Previous experience working with English language learners in an educational setting is preferred.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, standing, and sitting for extended periods of time.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 40 pounds.

Environmental Conditions:

Works in a school building around others. The noise level can be low to moderate. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.