



Gull Lake Community Schools
Richland, Michigan

JOB POSTING Spanish Translator

August 21, 2025

Job Summary:

Under the direction of the administrator, the district translator would be responsible for providing support to Spanish speaking students in a small group and individually, translating documents, and interpreting for staff, ESL students, and their families.

Qualifications:

Required:

- A. Prefer a BS/BA degree
- B. Must possess excellent written and verbal communication skills and proven organizational skills in Spanish and English
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parent and community
- E. Proficient Spanish speaker

Desired Characteristics:

- A. Experience working with school-aged children
- B. Instructional aide experience and clerical skills
- C. Experience working with at risk students preferred
- D. Experience using technology as an instructional tool in the classroom
- E. ESL Endorsement Preferred

Duties:

- A. Assist students in small group and individually
- B. Work closely with classroom teacher and/or other staff to support instruction
- C. Reinforce and assist classroom teacher and/or other staff to increase the learning of target students
- D. Ability to plan and organize; good work habits
- E. Communicate effectively with students and teachers
- F. Willing to attend conferences and participate in professional development
- G. Willing to interpret and translate as needed
- H. Perform other duties as assigned by administration

STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date: ASAP

Salary: \$25.00 per hour, hours vary 25-30 per week

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources at ssimmons@gulllakecs.org