Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: English Learners Language Services Facilitator (TIII Teacher)
Schedule / Grade: Teach
Job Code: 01GRTT3369
FLSA: Exempt
Calendar: TEACH
Benefits: Not Eligible (part-time)
Contract Type: Notification
Bargaining Unit: TCHR-NEA
Revised Date: 10/23/2026

PURPOSE

This part-time position is for a Language Services Facilitator (LSF) in the Department of English Learners (EL) and Migrant Education. The LSF will manage language support for students and families who require an interpreter and/or translations across the district. The LSF will serve as liaison among parents/guardians, community organizations, district/school personnel, teachers, the CPS EL Department, and CPS interpreting and translation services in the management and implementation of language interpreting and translation needs. The LSF will not provide direct interpreting or translation support but rather coordinate and facilitate the interpreting and translation needs of CPS students and families.

This position is supported by federal funding and is subject to the district's annual allocations. It may not be renewed following the current school year.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Facilitates communication among school staff and families who require interpreting services during meetings, parent-teacher conferences, and other school-related events
- Coordinates and schedules interpretation and translation services, working directly with local interpreters and the district's phone interpreting service, for district-related events, meetings, and student assessments, including the annual MAP test and End of Course (EOC) assessments
- Recruits, trains, manages onboarding, and serve as primary point of contact for CPS local interpreters
- Coordinates annual requirements for local interpreters, including but not limited to, completing the Family Care Safety Registry (FCSR) and confidentiality agreements

- Communicates regularly with local interpreters regarding CPS interpreting and district information to keep them updated on CPS information for parents and guardians
- Maintains a comprehensive database of language resources and services available within the community to share with CPS personnel and families and collaborate with external agencies, as needed
- Coordinates the development of translated multilingual materials and resources for distribution within the school district
- Maintains records of language services provided, including interpretation sessions and translated documents
- Participates in meetings, workshops, and training sessions to enhance professional development and maintain best practices in language access; provide professional development to CPS staff regarding working with interpreters and providing translations
- Assists in budget processes within the EL Department that focus on interpreting and translation services
- Collaborate with administrators, colleagues, and parents in a positive and productive manner
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains accurate and complete records as required by law, District policy, and Administrative regulation
- Assist the administration in implementing all policies and/or rules governing student life and conduct
- Strives to maintain and improve professional competence
- Attend staff meetings and serve on staff committees as needed
- Understands and adheres to Board policies and procedures
- Performs other duties and responsibilities as assigned by the Director of EL and Migrant Education.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Director of English Learners and Migrant Education
Supervises: None

QUALIFICATIONS

Minimum: Bachelor's degree in education or related field. Experience working in an educational setting with interpreters/translators and families who speak languages other than English.

Preferred: Experience teaching English Learners at the elementary or secondary level preferred. Bilingual preferred. Experience with the administration of the MAP test is preferred. Experience with Infinite Campus and other CPS platforms preferred.

Ideal: Collaborative and organized professional with strong coordination and communication skills.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and the Board of Education. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, Board policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles, as needed. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction; Apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Other Skills and Abilities: Identify needs and abilities of individual students and to adapt instructional methods; accordingly, Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Integrate technology into daily use; present information to students and staff using a variety of media; Access and present information from online sources in a manner that enhances presentation and instruction; Use district software for collecting information, creating reports and appropriate recording; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: An individual who holds this position must frequently move in and around the building and grounds to visit classrooms, attend meetings, and supervise bus loading and unloading and also be able to sit for an hour or more at a time. The position requires the ability to hear conversations in a noisy environment. Consistent and regular attendance is an essential function of this position. The individual who holds this position will be expected to attend Board meetings, student activities and events, and IEP meetings. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer