Job Description

Title: Native Language Interpreter  
FLSA Status: Non-exempt  
Classification: Administrative Support  
Immediate Supervisor: Building Administrator

Job Summary: This position is responsible for working with students under the direction of teaching staff to contribute to the overall program quality of the assigned classroom or service, enhancing learning for all.

Hiring Specifications:

Education
• High school diploma or equivalency

Certification
• N/A

Experience
• Two (2) years experience providing translation services in an educational setting, preferred

Skills, Knowledge & Abilities
• Ability to read and write in the native language
• Ability to read, write and speak fluent English
• Ability to perform accurate oral and written translations
• Ability to maintain confidentiality
• Ability to interact and collaborate with staff, students and families in a professional manner
• Familiarity with classroom environment
• Ability to develop rapport and interact effectively with students
• Ability to establish and maintain a positive working atmosphere
• Effective oral and written communication skills
• Ability to work in a team environment
• Ability to concentrate
• Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Technology Requirements
• Basic word processing and spreadsheet skills
• E-mail management skills

Supervision of Others:
• N/A

Personal Contacts:
• District staff
• Students
• Parents
• Community members
• Educational support services providers

Job Duties:

1. In collaboration with the ELL teacher, works with ELL students individually or in a group as needed.
2. Assists teachers, nurses, clerical staff, counselors and administrators in contacting parents as needed.
3. Assists with the enrollment of new students.
4. Assists with lunch and bus duty as needed.
5. Attends conferences and assists as needed.
6. Translates information from staff that is being sent home and makes phone calls as needed.
7. Makes home visits with staff or individually as needed.
8. Assists with the completion of National Certificate of Eligibility for Migrant Education status and subsequent funding at the district level.
9. Maintains records as required by law, district policy and administrative requirements.
10. Completes other duties as assigned.

Physical Requirements:

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<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
<tr>
<td>A. Standing</td>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<tr>
<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>K. Manual Dexterity Tasks</td>
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<td>Telephone</td>
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<td>L. Working Conditions</td>
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<td>Extremes in temp/humidity</td>
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Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Additional Physical Requirements:
• Ability to hear and speak
• May work irregular hours and days
Terms of Employment: 188 day contract per Board policy and administrative guidelines.

Date Last Revised: 5/22/13