Job Description

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

Job Summary: This position is responsible for providing clerical assistance and 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  
- One (1) year experience as secretary and/or clerk typist  
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 operate common office equipment  
- Ability to interact and collaborate with staff, students and families in a professional manner  
- Ability to establish and maintain a positive working atmosphere  
- Effective oral and written communication skills  
- Ability to work in a team environment  
- Ability to work independently  
- 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  
- High proficiency in computer skills including word processing, databases, spreadsheets, and Web browsers  
- Accurate typing/data entry  
- Ability to learn new software as necessary  
- E-mail management skills  

Supervision of Others:  
- N/A  

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

**Job Duties:**

1. Assists district staff with translating materials in native language as directed.
2. Assists with the enrollment of new students.
3. Enters data on Migrant Education database.
4. Effectively follows procedures to answer questions and direct visitors/staff appropriately.
5. Accurately translates and produces written documents (letters, notices, reports, etc.).
6. Answers and routes telephone calls as needed.
7. Attends conferences and assists 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 and completes reports as required by law, district policy and administrative requirements.
10. Completes other duties as assigned.

**Physical Requirements:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Standing</td>
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<tr>
<td>B. Walking</td>
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<td>X</td>
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<tr>
<td>C. Sitting</td>
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<tr>
<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<tr>
<td>F. Reaching</td>
<td>X</td>
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<tr>
<td>G. Climbing/Stairs</td>
<td>X</td>
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<tr>
<td>H. Driving</td>
<td>X</td>
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<tr>
<td>I. Lifting</td>
<td>Up to 25 lbs.</td>
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<tr>
<td>J. Carrying</td>
<td>Up to 25 lbs.</td>
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<tr>
<td>K. Manual Dexterity Tasks</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Computer</td>
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<tr>
<td>Other</td>
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<tr>
<td>L. Working Conditions</td>
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<tr>
<td>Inside</td>
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<td>Outside</td>
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<tr>
<td>Extremes in temp/humidity</td>
<td>X</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: 200 day contract per Board policy and administrative guidelines.

Date Last Revised: 5/22/13