

Jordan School District

EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTIONJob Title: **Language Translator/Interpreter (R33-242)(R29-180)(O11-PT)** Job Family: 04

Department: Various Departments

Lane Placement: 5

Supervisor's Title: Coordinator

Contract: 242 or 180 Days

FLSA Classification: Non-Exempt

Hours per Day: 8 or Hourly

Original date: 09/91 Revised: 07/16 Revised: 02/22 Revised: 03/25

GENERAL FUNCTION

Under general direction of the coordinator, the **Language Translator/Interpreter** is responsible to facilitate communication between English as a Second Language (ESL) students, parents and District employees. Will provide translating/interpreting during meetings, appeals or other events to ensure education services are provided to eligible students and patrons. Will also translate forms, letters, transcripts or other documents to/from Spanish and English.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide Language Services and community outreach services support.
- Travel throughout District to attend various types of District and school related meetings (e.g., Individualized Education Plans (IEP), intakes, teacher conferences, transition meetings, home visits, student disciplinary hearings and appeals, etc.) for the purpose of serving as an interpreter of Spanish and English conversations.
- Prepare various documents (e.g., drafts, types, proofreads, composes, etc.) for the purpose of providing/translating materials in Spanish and/or English for families and school/District personnel.
- Read a variety of materials (e.g., letters, instructional materials, brochures, articles, handbooks, bulletins, IEP, etc.) for the purpose of interpreting materials in Spanish and/or English.
- Translate verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both Spanish and English. Verify translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.
- Maintain a list of interpreters utilized by the District for various language needs. Assess family and student language needs, track student transcript credits and address issues with parents or appropriate personnel.
- Build relationships with parents/guardians to engage them in their student's education.
- Assist teachers and administrators with communicating and coordinating student, parent/guardian needs.
- May perform one or more of the following specific duties as assigned (e.g. drive personal vehicle to District locations, student homes or community agencies as needed; etc.)
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two years prior successful experience working with students in a school setting, or other work-related experience preferred
- Requires bilingual proficient-demonstrated oral, reading, and writing competency in English and Spanish.
- Must be able to provide own transportation as the position requires travel using own transportation to school and District sites.
- Must demonstrate basic competence in reading, writing, and basic math.
- Requires the ability to work well with others.
- Requires some exercise of judgment without supervisory approval.
- Requires ability to prioritize own work schedule.
- Requires problem solving and answering questions.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- General office equipment. Computers. Microsoft Office

Physical Requirements – Not limited to the following:

- Occasional lifting from floor to waist of up to 30 pounds.
- Occasional driving a personal vehicle, walking, climbing stairs and balancing on slick surfaces.
- Continuous keyboarding or using a computer mouse.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*