

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

LANGUAGE INTERPRETER

Definition:

Perform clerical and interpretation services between Special Education/Pupil Services staff and the non-English speaking community (children and parents) in school related activities and meetings.

After training this person will, with minimal supervision, provide interpretation services in schools, homes, and other Special Education/Pupil Services programs related areas. Duties may include instruction groups, parent/caregiver and educator meeting, telephone conferences and assessments as an ancillary examiner/interpreter.

Reports To:

Director of Special Education & Student Services

Qualifications:

1. High School diploma or equivalent (GED); Associates Degree or higher preferred.
2. Experience and/or formal training in bilingual interpreting preferred (English to Spanish and Spanish to English).
3. Ability to read, write, understand, and converse proficiently in both English and Spanish languages required.
4. Must be knowledgeable in and able to explain the cross-cultural variables of both language one and language two.
5. Ability to communicate effectively with other employees and the general public using tact, courtesy, and good judgment and to provide communications to and from parents/caregivers regarding all normal communication relating to Special Education/Pupil Services/ IEP Process.
6. Ability to interpret word for word, work with high degree of accuracy and attention to detail, to meet deadlines and provide prompt replies to staff after receiving either written or verbal communications from staff, parents/caregivers, and provide follow-through with requests made by parents/caregivers and staff with minimal direction.
7. Ability to maintain strict level of confidentiality, high level of interpersonal communication, and collaborative skills required.
8. Ability to work independently without direct guidance or supervision.

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9. Ability to word-process with a high level of accuracy and operate common office equipment and machines.
10. Ability to establish a regular work schedule and arrange a work schedule for specific needs.
11. Ability to learn and understand the requirements of the special education laws in order to effectively translate for staff and parents.
12. Ability to assist a primary examiner (school psychologist, speech/language pathologist) as an ancillary examiner or interpreter under direct supervision of that primary examiner.
13. Ability to function in the role as an assistant or ancillary examiner, not as a co-examiner.
14. Ability to understand the importance of establishing rapport, maintaining neutrality and not reacting judgmentally to what is said by the examiner or examinee when transmitting all the information between parties.
15. Ability to understand guidelines of assessment instruments and adhere to them under supervision of the primary examiner.

Performance Responsibilities

Essential Functions:

1. Facilitate communication for students and parents of the non-English speaking community in school and home settings, and school related meetings.
2. Assist in the administration of various test and assessment instruments to students and parents/caregivers.
3. Provide exact interpreting between Special Education/Pupil Services Staff, the non-English speaking community, children and parents in school-related activities and meetings.
4. Provide exact oral and written translations of all related materials and forms including but not limited to: evaluation reports, education forms, and parent communications.
5. Provide language interpretation services and support to the family during instruction sessions, parent groups assessments, and meetings.
6. Provide direct interpretation to children in the classroom.
7. When requested assist families in making appointments with other agencies.
8. Keep programs/personnel informed as to the requests, or issues of child and family.

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9. Assist families with forms and other informational data required by the programs.
10. Demonstrate flexibility and a good disposition in working with co-workers, constituent district personnel and the public.
11. Operate standard office equipment.
12. Abide by the Special Education/Pupil Services policies and procedures.

Other Functions:

13. Attend and be prompt for scheduled meetings with programs personnel and parents/families.
14. Provide back-up support to other positions in case of absences or work overload.
15. Attend program and/or department committee meetings.
16. Interpreting may require briefing and de-briefing.
17. Perform such other duties as may be assigned.

Working Conditions:

1. Ability to use a computer for extended periods of time.
2. Ability to sit for extended periods of time.
3. Ability to lift 25 pounds.
4. Ability to provide own transportation.

Required Licenses and/or Certificates:

1. Possession of a valid and appropriate California Driver's License.

Special Requirements:

Incumbents will be required to furnish a car and be willing to drive within district boundaries in performance of duties, and must have acceptable driving record and qualify for insurability by the District's insurance carrier.