Job Title: District Translator
Reports to: Special Programs Coordinator
Department/School: Curriculum, Instruction, and Assessment/Campuses as assigned

Primary Purpose:
Assist the Special Programs Coordinator with Bilingual Testing and Written Evaluations, Provide effective communication between the school, the District, the student’s family, and appropriate public agencies. Provide oral and written communication from Spanish/English and vice-versa for various meetings, documents, and activities.

Qualifications:

Education/Certification:
High School Diploma
Bachelor’s degree preferred
Valid Texas Educational Aide Certification preferred

Special Knowledge/Skills:
- Ability to fluently read, write, and speak in English and Spanish
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Proficiency in Google applications (Google documents, Google Spreadsheet, etc.)
- Exceptional organizational, and interpersonal skills
- Must be detail oriented, self-motivated and able to multi-task
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English and Spanish
- Maintain integrity of confidential information relating to students, staff, or district personnel
- Ability to work collaboratively with others

Experience:
A minimum of 2 years of translation and interpretation experience

Major Responsibilities and Duties:

1. Translate both written and verbal communication from English to Spanish and Spanish to English.

2. Provide interpretations as required by phone conferences or in person.

3. Translate district-wide letters and documents.

4. Proofread other translations and provide feedback.

5. Serve as interpreter for Special Educations programs, including, ARD meetings for grades 5-12; Speech Therapy; etc.

6. Serve as interpreter for Special Programs (LPAC, G/T, parent meetings, etc.).
7. Test and evaluate students that are new to the district for LEP identification and placement.

8. Serve as a liaison between school and community.

**Instructional Support:**

9. Assist with student instructional support as assigned by supervisor.

10. Assist with administration and scoring of student assessments such as Running Records, CBA's, STAAR, etc.

11. Help teacher keep administrative records and prepare required reports.

**Student Management:**

12. Conduct instructional exercises assigned by the teacher and work with individual students or small groups.

13. Help supervise students throughout the day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

**Work Place Expectations:**

14. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.

15. Have regular and punctual attendance.

16. Confer regularly with immediate supervisor.

17. Follow all district policies, work procedures, and reasonable requests by proper authority.

**Other:**

18. Participate in staff development training programs to improve job performance.

19. Participate in department/faculty meetings and special events as assigned.

20. Other duties as assigned.

**Supervisory Responsibilities:**

None.
Equipment Used:

Personal computer, copier, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

_______________________________________
Employee Name (Print)

_____________________________________  ______________
Employee Name (Signature)               Date