

BRANCH INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION

DIVISION: Special Education
JOB TITLE: Spanish Translator/Interpreter for Special Education
CLASSIFICATION: Non-Exempt

I. REQUIREMENTS:

A. Qualification Requirements:

1. Education and/or certification:
 - a. High school diploma/GED (required)
2. Responsibilities:
 - a. Responsible for listening to, understanding, and translating spoken or written statements from one language to another.
 - b. Reproduce statements in another language for unique listening or reading audience.

B. Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions
 - b. Ability to demonstrate appropriate verbal and written communications when interacting with others.
 - c. Ability to learn new technology.
 - d. Ability to give directions and supervise others.
 - e. Ability to collaborate with a variety of teams and team members
 - f. Ability to be flexible in stressful situations.
 - g. Ability to accept feedback for performance improvements.
 - h. Ability to organize and prioritize duties.
2. Physical Tasks:
 - a. Sufficient ability to hear, in order to communicate with others
 - b. Ability to bend, stoop, squat and kneel while working on equipment, assisting students, etc.
 - c. Ability to lift and move objects of at least 50 lbs.
 - d. Ability to drive to and from meeting and/or work sites.
 - e. Ability to work beyond an eight hour day, if necessary.
3. Equipment
 - a. Ability to utilize electronic equipment and other necessary equipment such as telephones, computers or various types, IPAD, printers, copiers, and calculators.
 - b. Ability to utilize various software and web-based applications.

C. Policy Requirements

1. Adhere to applicable Master Agreement, district and/or building policies and employee handbook, including but not limited to:
 - a. Attendance
 - b. Business procedures
 - c. Emergency – accident or illness
 - d. Employee conduct

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- e. Personal appearance
- f. Safety
- g. Student discipline
- 2. Attend all required meetings and submit required paperwork on time.
- 3. Follow teacher and administrative directives verbal and/or written.
- 4. Safely supervise students during contact hours.
- 5. Maintain confidentiality
- 6. Remain free of any alcohol or non-prescribed controlled substances in the workplace.
- 7. Demonstrate adherence to all ethical standards of the profession.

II. Job Performance

A. Communication and interpersonal relationship skills expected:

- 1. Communicate clearly and accurately when writing/speaking.
- 2. Communicate concerns, thoughts, and/or ideas to appropriate:
 - a. Teacher
 - b. Administrator
 - c. External personnel
 - d. Other appropriate individuals as necessary
- 3. Maintain an environment that is conducive to student learning and collegial with coworkers.
- 4. Assist other personnel as needed

B. Management and organizational skills expected:

- 1. Effectively organize work tasks/duties and prioritize appropriately.
- 2. Complete assignments and work tasks accurately, on time, and without constant supervision.

C. Application of job knowledge expected:

- 1. Demonstrate logical problem-solving skills.
- 2. Demonstrate skill in assisting students and staff to meet objectives and in utilizing educational equipment, materials, and resources.
- 3. Provide positive reinforcement to students.
- 4. Maintain an environment that facilitates learning and safeguards mental, emotional and physical health.
- 5. Utilize a variety of educational materials and techniques to meet the individual needs of students.
- 6. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional learning.
- 7. Meet specific performance objectives developed jointly with immediate supervisor.
- 8. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.

D. Other:

- 1. Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- 2. Provide interpretations of questions, answers, statements, explanations and other forms of verbal communication.

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3. Relay concepts and ideas between languages.
4. Interpreting with no additions or omissions.
5. Facilitate communication for people with limited English proficiency.
6. Translate languages at meetings such as Individual Family Service Plan meetings, Individual Education Program meetings, Home visits, and Special Education evaluation activities.
7. Interpret both legal terminology and colloquial language.
8. Read aloud documents in a language other than that in which they were written.
9. Complying with applicable ethics and standards.

E.. Miscellaneous:

1. Performs other duties as assigned.
2. To avoid disruption to school district operation and required students services, the employee must be able to work additional/supplemental days beyond the signed contract if required.

Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This is job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.