

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Language Interpreter**
Reports to: **Building Administrator**
Directed by: **Building Administrator**
Work Year: **As needed**

FLSA Status: **Non-Exempt**
Classification: **Non-Represented**
Supervises: **None**
Salary: **\$25.00/hour**

Position Summary: Multilingual interpreters are utilized when needed for students and their family members who may not speak English. Interpreters are used for parent/teacher conferences, educational meetings, discipline meetings, and other events to facilitate communication.

Qualifications Required:

- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Written and verbal fluency in at least one non-English language.
- Completion of Fundamentals of Interpretation course upon hire.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Previous experience interpreting in a school setting.

Essential Functions and Responsibilities:

1. Interpret dialogue and convey the intent of the original speaker, with careful attention to providing proper context, meaning, tone and technical wording.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with others.
4. Demonstrated ability to follow oral and written directions.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. *Physical Demands*- No or very limited physical effort required.

3. *Work Environment*- Work is normally performed in a typical interior/office work environment.

Performance Standards: Feedback provided as needed.

Approval/Revision Date: November 10, 2023

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.