

ITINERANT TRANSLATOR/INTERPRETER

JOB SUMMARY

To provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters, and other materials as needed.

QUALIFICATIONS

- High school diploma (or GED)
- "Highly Qualified" (i.e. successful completion of Praxis test or 48 hours of college credit, Associates or Bachelor's Degree)
- Ability to read, write, translate, and interpret English and designated second language and have sufficient experience so that with appropriate training, services may be provided in the specific role for which employed
- Pass the required physical examination, drug screen, and background check
- Such alternatives to the above qualifications as the Principal, ESL Supervisor, or Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal on site and ESL Supervisor
- Prepare lessons as directed by the teacher, administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate fax and copy machine
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Assure the health and safety of students by following healthy and safety practices and regulations
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities
- Monitor, observe and report students behavior according to approved policies and procedures
- Participate in appropriate and required staff development sessions at the school and/or system level
- Dress neatly and appropriately, according to system staff dress code
- Perform other duties as assigned by the Principal, ESL Supervisor, or Director of Schools