

**Qualifications:**

- High School diploma or equivalent.
- Ability to speak, understand, read and write fluently in both English and Spanish; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Nature of Work**

Under general supervision, assists school personnel and Spanish-speaking parents and students to communicate more effectively. Work involves oral and written translation from Spanish to English and from English to Spanish. Employee is responsible for oral translations during parent/teacher and parent/administrator conferences, during administration of tests to students, and during emergency situations in which language is a barrier for resolving the situation. Employee is responsible for written translations from English to Spanish for such purposes as notification regarding school activities, student progress, disciplinary actions, etc. Employee is responsible for written translation from Spanish to English for such purposes as translating school records, medical records, notes from parents, etc.

**Knowledge, Skills, and Abilities:**

- Considerable knowledge of both the Spanish and English languages.
- Skill in translating spoken words from English to Spanish and from Spanish to English at a normal speaking rate.
- Ability to translate verbal messages to written documents and written documents to verbal messages in both Spanish and English.
- Ability to adapt language based on the level of the student and parent.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

**Essential Job Functions:**

- Translates written documents from English to Spanish and from Spanish to English.
- Translates orally from English to Spanish and from Spanish to English during conferences, telephone calls, testing, information gathering from other school districts, emergency situations, etc .

- Assists Spanish-speaking students and their families with the school enrollment process.
- Serves as a liaison between the school district and Latino groups and organizations in the community.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_