

TITLE: Interpreter/Translator
District Wide Program – preschool – 12th grade

QUALIFICATIONS: High School Diploma or GED
Bilingual

REPORTS TO: Director of Federal Programs

PERFORMANCE STANDARDS:

1. Facilitate effective communication between school and families with limited English proficiency by converting spoken or written language, maintaining message content, context, and style as much as possible.
2. Attend conferences and meetings to act as official translator to mediate discussion.
3. Follow ethical codes that protect confidentiality of information.
4. Proofread, edit and revise translated materials.
5. Act as a liaison between the student, family, school and community.
6. Assist with administering standardized tests for students with limited English proficiency.
7. Support or participate in school/district-wide student/family extra-curricular events when ESL students/families are involved.
8. Always maintain the highest professional standards in personal conduct and abide by the professional code of ethics.
9. Adhere to all Federal, State and Local policy and procedures relating to ESL students.
10. Perform related duties and assume other responsibilities as assigned by the Director of Federal Programs or Superintendent.

Created:_____

I have read and understand the terms set forth in this job description.

Signature of Employee:_____

Date Signed:_____