M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

**Dr. Maria Brown**

**Karen Byrd**

**Julia Pile**

**Troy Fryman**

**Mr. Matthew Turner, Superintendent**

**FROM: Eric Ball, Assistant Director Human Resources**

**DATE: November 4, 2020**

**RE: Translator Job Description and Salary Schedule**

The diversity of our student population requires the frequent translation of various communications and documents. Current practice requires us to send these communications and documents to third parties for translation. This process can delay the timely release of important information. In addition, the cost of the translation of the documents by a third party is expensive.

We are proposing the creation of the Extra Duty position ‘**Translator.’** This would allow current employees to translate communications and documents, providing a more timely and cost-effective process.

Human Resources recommends approval of the **‘Translator’** job description and salary schedule as proposed.