



## Columbia County School District Job Description

<b>Position Title:</b> Interpreter/Translator For ESOL		
<b>Department:</b> Department of Student Learning/ESOL	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the School Principal in accordance with Policy GBI - Evaluation of Personnel	
<b>Pay Grade:</b> General Service Pay Scale, Grade D	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 190 Days, 8 Hours Per Day		
<b>Reports to:</b> Assistant Superintendent/School Principal		

### MINIMUM QUALIFICATIONS

**Education:** Must have completed two years of higher education study (54 semester hours or 90 quarter hours) OR must have obtained an Associate's or higher degree or must possess at least a high school diploma or GED equivalent and two (2) years of experience in interpreting and translation. Fluent in English and Spanish (additional languages preferred).

**Essential Knowledge/Skills:** Read, write and speak fluently in English and Spanish to serve as interpreter and translator at the district and school levels; provide accurate translations of written materials for distribution; fluency, proficiency, and accuracy in interpreting/translating between English and Spanish orally and in writing; ability to maintain the highest levels of confidentiality and to maintain a high degree of professionalism under a variety of circumstances.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Relates and communicates effectively with students, parents, and school personnel from diverse cultures or backgrounds in English and Spanish (to include other languages if fluent).
- Provides interpreting/translating services in a variety of settings, ranging from small to large, and alternative settings.
- Exhibits exceptional organizational and interpersonal skills.
- Performs job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail.
- Maintains strict confidentiality.
- Works collaboratively with others.
- Translates both written and verbal communication from English to Spanish and Spanish to English (to include other languages if fluent).
- Prepares written translations of instructional and educational materials, correspondence, and forms from one language to another for both individual and district-wide distribution.
- Assists school staff with parent conferences by phone or in person, communicating with non-English speaking parents, and making home visits as requested.
- Provides interpreting/translation assistance for parent training, activities or events.
- Works flexible working hours due to afterschool meetings/events as needed.
- Other duties as assigned by the teacher and principal.

## IMPORTANT NOTES

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 2018