JOB DESCRIPTION

POSITION TITLE: Interpreter, ESOL (part-time)  
JOB CODE: ESL1
DIVISION: Accountability and Research  
SALARY SCHEDULE: N/A *
DEPARTMENT: Alternative Education  
WORK DAYS: As needed
REPORTS TO: Coordinator, IWC  
PAY GRADE: N/A
FLSA: Non-Exempt  
PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Facilitates services for school/home communications.

REQUIREMENTS:

1. Educational Level: High School Diploma or equivalent required; Bachelor Degree in relevant field or equivalent studies from abroad preferred
2. Certification/License Required: Valid Georgia Driver’s License; Superior or Advance High on Mock ACTFL Oral Proficiency Interview
3. Experience: Two years of experience as an interpreter/translator preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; Requires traveling to various locations and working in the evenings
5. Knowledge, Skills, & Abilities: Written and oral communication; fluency in English and at least one other language: Spanish, Portuguese, Korean, Hindi, French, Haitian/Creole, Russian, Japanese or other languages as identified by immigrant student population; Proficiency in computer application skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Keeps all appointments and assignments and reports to assigned site promptly.
3. Assists in the translation and interpretation of school-home meetings.
4. Maintains and keeps all conferences confidential.
5. Ensures school documents are completed accurately and legibly by translating information appropriately.
6. Informs Coordinator immediately when interpreting sensitive and/or reportable issues.
7. Encourages families to participate in school affairs and promotes school involvement.
8. Attends and participates in appropriate workshops and in-service training.
9. Performs other duties as assigned by appropriate administrator.

* Position is funded by a grant – part-time interpreters receive an hourly rate per CCSD Salary Book “ESOL Interpreter, Temporary Positions”, with a minimum of one hour per assignment.

Signature of Employee _____________________________ Date ________________

Signature of Supervisor _____________________________ Date ________________