EMPLOYEE NAME: ________________________________

Revised: 10/04; 3/05; 8/09; 8/12; 10/12; 10/14; 6/18; 01/23

JOB DESCRIPTION

**POSITION TITLE:** Interpreter, ESOL (part-time)  
**JOB CODE:** ESL1

**DIVISION:** Academic Division/Teaching and Learning  
**SALARY SCHEDULE:** Temporary Positions

**DEPARTMENT:** Federal Programs  
**WORKDAYS:** As needed

**REPORTS TO:** Program Manager, IWC  
**PAY GRADE:** ESL1

**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.

Signature of Employee ________________________________ Date __________________

Signature of Supervisor ________________________________ Date __________________