

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### BILINGUAL SPECIALIST

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#### **DEFINITION:**

Under the direction of the Principal, provide formal translation and interpretation services of complex oral and written District and school site correspondence, IEP's, policies, forms, letters, flyers, handbooks, reports and other documents between English and designated second language; serve as a translator in the classroom and for meetings, conferences, hearings and other events; serves as a resource to other District personnel, parents and other community members requiring assistance with non-English speaking persons; facilitate parent involvement in school activities; tutor individual or small groups of students with limited or non-English communication skills to reinforce instruction in core academic subjects.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide translation and interpretation services to facilitate communications between various individuals, parents and District personnel; communicate with staff, administrators, teachers, students, parents and others in English and a designated second language.
- Serve as an interpreter in the classroom and for meetings, conferences, events and presentations; explain word meaning and phrases and serve as a technical resource to administrators and other District personnel.
- Assist District Office and school site staff in translating complex District documents, policies, forms, letters, notes, reports, handbooks, presentations and various other correspondence and materials from English to a designated second language; ensure accuracy of translated materials; review, edit and revise translations; maintain confidentiality of sensitive information.
- Prepare written and oral translations such as Individual Education Programs (IEP's), behavioral contracts, psychological, speech and language, physical therapy, occupational therapy and adaptive physical education evaluations and other assessments; provide translation and interpretation of technical, educational, legal and general materials as directed.
- Tutor individual or small groups of students with limited or non-English communication skills to reinforce instruction in core academic subjects as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet student needs; monitor and oversee student drills, practices and assignments in various subjects.
- Assist students in reaching academic goals and objectives including achieving higher levels of proficiency and literacy in English and a target language and civic responsibility.
- Administer ELL student assessments in a variety of subject areas including language, reading, writing, math and oral communication.
- Coordinate and conduct parent interviews; assist parents with completing forms and applications.
- Initiate, receive and respond to telephone calls and emails; reply to inquiries and provide assistance to callers, visitors and others in a designated second language concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.
- Perform various clerical duties in support of assigned functions as required; duplicate and distributes materials; type and input data into an assigned computer system.
- Prepare and maintain a variety of reports, records, class materials and files related to translation requests and assigned activities.
- Travel to provide translation, interpretation and educational support services as needed; drive a vehicle to conduct work.
- Operate a variety of office equipment including a computer and assigned software.
- Attend and participate a variety of meetings, community meetings, conferences, in-service trainings and workshops serving as an interpreter of conversations between English and a designated second language; coordinate and schedule meetings.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: graduation from high school and two (2) years of experience translating and interpreting materials and communications between English and a designated second language.

### Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.
- Candidates in this classification are required to speak, read and write in a designated target second language.

### Knowledge of:

- Extensive vocabulary and correct usage, grammar, syntax, semantics, spelling and punctuation of English and a designated second language.
- Consecutive interpretation techniques.
- Basic Special Education terminology, procedures and practices.
- Core subjects taught in local schools, including arithmetic, grammar, spelling, language, vocabulary, science and reading.
- Basic instructional methods and scaffolding techniques.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of non-English speaking students.
- Different dialects, regionalisms, idiomatic expressions and cultural sensitivity.
- District organization, operations, regulations, policies and objectives related to position.
- Oral and written communication skills in English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, equipment and procedures.
- Consultation methods of technical glossaries and terminology.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Public relations techniques.

### Ability to:

- Provide oral and written translation services to facilitate communications in a variety of settings using methods such as simultaneous, consecutive and sight interpretation.
- Read, write, translate and interpret English and a designated second language.
- Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and a designated second language.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Serve as an interpreter for meetings, hearings, conferences and other events.
- Type and input data at an acceptable rate of speed.
- Proofread and edit final translated versions.
- Read, review and edit translations.
- Meet schedules and assure timelines are met.
- Maintain confidentiality of sensitive information.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Operate a variety of office equipment, a computer and assigned software.
- Understand and follow oral and written instructions.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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