



REVISED:  
07/01/2017

JOB TITLE:	BILINGUAL LANGUAGE SUPPORT FACILITATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, Grade 8
WORK YEAR:	220 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8235
BARGAINING UNIT:	CLAR

**SCOPE OF RESPONSIBILITIES**

Works with the Language Services Coordinator to facilitate and oversee district-wide requests for interpreters and translators. Communicates with parents, school personnel, and outside agencies. Translates documents when appropriate. Proofreads Spanish translations. Maintains accurate records of interpreter and translation requests that are received.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Fills in when Language Services Coordinator is absent
- Assigns interpreters and/or translators to specific jobs
- Provides interpreters with specifics for the job
- Keeps requesters updated while job is being processed
- Emails outcomes to requesters after parents are contacted
- Proofreads translations when appropriate
- Receives and distributes faxes accordingly
- Gathers, reviews, and validates time sheets submitted by BAIs
- Follows up with BAIs to obtain paperwork regarding payroll
- Data collection and reports
- Serves as liaison for Transact, Language Line Solutions, and Catholic Charities
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Three (3) years successful experience
- Demonstrated proficiency in two (2) languages: English and another appropriate language
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Master's degree
- Experience in teaching multi-age group

