



REVISED: 07/01/2019
Submitted: 06/11/2019

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| JOB TITLE: | FACILITATOR BILINGUAL LANGUAGE SUPPORT |
| 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 Coordinator Bilingual Language Services 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 Coordinator Bilingual Language Services 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 Instructor Bilingual Associates

Follows up with Instructor Bilingual Associates to obtain paperwork regarding payroll

Collects data and reports

Serves as liaison for Transact, Language Line Solutions, and Catholic Charities

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 of 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 |
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| Master's degree |
| Experience in teaching multi-age group |
| Experience in a diverse workplace |