



NEW: Submitted:
11/11/2020 11/10/2020

JOB TITLE:	FACILITATOR BILINGUAL LANGUAGE SUPPORT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
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

Works closely with the Coordinator Bilingual Language Services to obtain current and new practices

Receives and reviews all request for language support

Determines best language support method

Secures interpreters/translators for specific jobs

Provides interpreter/translator with specifics for the job

Keeps requesters updated while request for language support is being processed

Works with outside agencies contracted by the district to provide language support

Completes translations of documents when appropriate

Proofreads translations of documents when appropriate

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

Master's degree

Experience in teaching multi-age group
Experience in a diverse workplace