



NEW: 11/11/2020
Submitted: 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