



Little Rock School District

JOB DESCRIPTION

Position Title: Translator - Elementary

Prepared Date: 12/03/2021

JOB GOAL:

To communicate with and serve as a liaison between the district and the language minority parents and students. To assist the Baseline Academy principal and staff in providing translation services and serve as an interpreter as needed for staff, parents, students and the community.

TERMS OF EMPLOYMENT:

Ten (10) month (203 day) contract, Pay 752 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma with at least 60 college hours or Associate Degree required. A bachelor's degree in a related area such as Spanish and/or Sociology, Public Service, Communications or the related arts (major or minor in Spanish would be considered) preferred.
2. Bilingual (Spanish/English). Must demonstrate written and oral proficiency in both languages at interview.
3. Ability to accurately translate written materials and interpret verbal exchanges.
4. Evidence of ability to work with diverse cultural, linguistic and ethnic communities.
5. Expertise and experience related to working with language minority communities.
6. Ability to establish and maintain effective working relationships with parents, district-level administrators and school-level staff, community leaders, agency representatives, media, and others.
7. A demonstrated high degree of cultural proficiency and appreciation of linguistic and cultural diversity.
8. Evidence of strong organizational skills.
9. Strong interpersonal skills.
10. Strong work ethic and leadership abilities.
11. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
12. Evidence of a high degree of computer skills (Microsoft Office Suite, Web 2.0 skills)
13. Demonstrates the conviction that all children can and will learn in the Little Rock School District.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Facilitates effective communication converting one spoken or written language to another.



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2. Facilitates communication for people with limited English proficiency.
3. Translate languages at meetings such as parent meetings, back-to-school meetings, open house, parent conferences, and grade level meetings.
4. Completes document translations at the campus level as required, including but not limited to letters, student/parent handbooks, school news, program brochures, parent information from teachers, web pages, etc...
5. Assists with interpretation services for Baseline Academy as required.
6. Coordinates and facilitates collaborative sessions for language minority parents and Baseline Academy where the focus is on improving communication between the schools, parents and community (translation and interpretation).
7. Models exemplary practices in cultural proficiency to improve communication and collaboration among all stakeholders.
8. Attends conferences and meetings and acts as an official interpreter between parties.
9. Assists with focus group studies to monitor the level of parent involvement at Baseline Academy, along with monitoring participation rates for English Learners in all aspects of school activities.
10. Assists in monitoring and evaluating Baseline Academy's capacity for interpretation/translation services to meet the needs of parents and the community.
11. Other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.