



EMPLOYEE NAME: _____

Revised: 10/04;3/05;8/09; 8/12;10/12; 10/14; 6/18;01/23

JOB DESCRIPTION

POSITION TITLE: Interpreter, ESOL (part-time)	JOB CODE: ESL1
DIVISION: Academic Division/Teaching and Learning	SALARY SCHEDULE: Temporary Positions
DEPARTMENT: Federal Programs	WORKDAYS: As needed
REPORTS TO: Program Manager, IWC	PAY GRADE: ESL1
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Facilitates services for school/home communications.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or equivalent required; Bachelor Degree in relevant field or equivalent studies from abroad preferred
2.	Certification/License Required: Valid Georgia Driver’s License; Superior or Advance High on Mock ACTFL Oral Proficiency Interview
3.	Experience: Two years of experience as an interpreter/translator preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; Requires traveling to various locations and working in the evenings
5.	Knowledge, Skills, & Abilities: Written and oral communication; fluency in English and at least one other language: Spanish, Portuguese, Korean, Hindi, French, Haitian/Creole, Russian, Japanese or other languages as identified by immigrant student population; Proficiency in computer application skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Keeps all appointments and assignments and reports to assigned site promptly.
3.	Assists in the translation and interpretation of school-home meetings.
4.	Maintains and keeps all conferences confidential.
5.	Ensures school documents are completed accurately and legibly by translating information appropriately.
6.	Informs Coordinator immediately when interpreting sensitive and/or reportable issues.
7.	Encourages families to participate in school affairs and promotes school involvement.
8.	Attends and participates in appropriate workshops and in-service training.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____