

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 5/06;2/07;11/07;5/08;11/09;8/12;10/12; 10/14; 6/18;  
 12/18;11/23; 9/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Language Facilitator International Welcome Center	<b>JOB CODE:</b> 397Z
<b>DIVISION:</b> Academic Division/Teaching & Learning	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> English Learner Programs	<b>WORKDAYS:</b> 204
<b>REPORTS TO:</b> Supervisor, ESOL/IWC	<b>PAY GRADE:</b> Based on Level I (NK09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Facilitates and supports services for school-home communications involving international families district-wide; interprets school related meetings; translates school policies and procedures; arranges and conducts multi-lingual parent workshops on a variety of issues at all K-12 school levels; assists in the development and maintenance of multi-lingual school document bank.	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia driver's license; superior or advance high on Mock Oral Proficiency Interview
3.	Experience: 2 years of experience as an interpreter/translator
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer applications, 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. ACTFL OPI & WPT exam to be administered by an ACTFL trained evaluator to determine language proficiency at the Advanced level or higher

***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.	Promotes and actively publicizes program services, goals and objectives through local school contact and interaction.
3.	Supports individual school needs regarding international population county-wide.
4.	Interprets school related meetings (e.g., parent-teacher conferences, PTSA meetings, special education meetings, hearings, etc.).
5.	Translates and edits school related documents and maintains translation e-library.
6.	Provides support in the organization and development of parent workshops and presentations for the district as a whole in promoting parental involvement.
7.	Demonstrates professional growth by attending trainings and in-services.
8.	Demonstrates professionalism by communicating positively and engaging in teamwork.
9.	Demonstrates continuous growth and updates English and Target language skills and grammar.
10.	Performs other duties as assigned by program supervisor.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_