



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

POSITION TITLE: Language Facilitator World Languages	JOB CODE: 397Z
DIVISION: Academic Division/Teaching & Learning	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: World Languages	WORKDAYS: 208
REPORTS TO: Supervisor, World Languages	PAY GRADE: CZ00 Based on Level I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Support and enhance the educational experience of students across the school district by developing resources, actively engaging with stakeholders, providing instructional support, translating and editing school-related documents, maintaining a translation e-library, and collaborating with bilingual content area staff.	
REVISION DATES: 5/25	

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 Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Valid Georgia driver's license; Advanced Mid-level or higher on ACTFL OPI & WP exam
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.. 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.	Provides language support to schools and the district to enhance student learning experiences.
4.	Translates and edits school related documents and maintains translation e-library.
5.	Assist in the development and production of World Languages curriculum and instructional resources.
6.	Works collaboratively with bilingual content area staff to provide instruction support.
7.	Demonstrates professionalism by collaborating with district & school staff in a collaborative and positive manner.
8.	Demonstrates professionalism by communicating positively and engaging in team work.
9.	Remains current on the updates specific to the best practices for translating the target language.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____