

JOB DESCRIPTION

POSITION TITLE: Translation & Interpretation Program Manager	JOB CODE: 437A
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Professional Supervisory
DEPARTMENT: English Learner Programs	WORKDAYS: Annual Administrative Employee
REPORTS TO: Supervisor, ESOL/IWC	PAY GRADE: Rank D (NK04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages Translation & Interpretation staff; schedules and supports high volume of interpretation and translation requests throughout the district; coordinates interpretation and translation work with external agencies and full-time/part-time/temporary employees; maintains quality control over translations/interpretations; monitors/maintains the Electronic Language Request form; develops and maintains IWC translated document bank; and serves as interpreter as needed.	
REVISION DATE(S): 10/24	

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. Translator certification preferred.
3.	Experience: 5 years of experience with interpretation and translation required. Experience working in an educational context and familiarity with school terminology in both English and Spanish required. Experience training interpreters and/or translators preferred. Experience managing staff preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Full proficiency in reading, writing, speaking, and listening in English and Spanish; ability to manage multiple tasks with deadlines; strong written and oral communication in both English and Spanish; organization, planning and analytical skills, and strong knowledge of Microsoft Office Suite and ability to navigate language request system (ELR).

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.	Manages, trains, and evaluates full -time and part-time Language Facilitator staff. Provides ongoing feedback to Language Facilitator staff and coordinates professional learning opportunities.
3.	Coordinates and assigns external vendor requests. Reviews and approves invoices; works with the ESOL Grant Technician to ensure proper payment. Provides quality control over external vendor services.
4.	Coordinates weekly/daily schedules of Language Facilitator team; identifies critical issues; provides support as needed.
5.	Coordinates interpretation services for local schools and district personnel. Coordinates translation services for local schools and district personnel and prioritizes documents based on established priorities.
6.	Assigns interpretation and/or translation requests to the appropriate team member or external agency using the proprietary Electronic Language Request (ELR) application.
7.	Communicates promptly and effectively with district staff, local school personnel, and parents. Serves as liaison with the Communication Department regarding translation of district-wide documents.
8.	Works with Technology Division and end-users to develop and implement enhancements to ELR and multilingual form bank.

9.	Provides essential training to district and local school personnel on using the ELR and IWC translated document bank. Coordinates translated documents and recorded training videos for local schools to share with non-English speaking families to help them understand CTLS and other district procedures.
10.	Works with Office of Student Discipline, Office of Student Support, Policy and Planning and other district departments to ensure required documents are available in the necessary languages for non-English-speaking parents.
11.	Coordinates district-wide bilingual enrollment support for students new to Cobb during heavy enrollment seasons.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____