

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: BILINGUAL TESTING FACILITATOR/INTERPRETER

BASIC FUNCTION:

Under the direction of the Executive Director, Innovation and Engagement, facilitates communication between district staff including teachers, psychologists, and speech/language pathologists and non-English speaking parents of children qualifying for Special Education services; translates communications between personnel and non-English speaking parents and members of the community; attends and interprets meetings.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in coordination of IEP meetings with non-English speaking parents.

Assists with notification of test results for initial and annual assessments.

Attends and participates in a variety of meetings, community meetings, conferences and workshops serving as an interpreter of conversations between English and a designated second language.

Initiates and receives telephone calls; replies to inquiries and provides assistance to callers, visitors and others in a designated second language; responds to inquiries and provides information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Facilitates communication with non-English speaking families to provide information regarding the Special Education procedures related to enrollment, health, attendance, and recommendations from the school staff.

Maintains current knowledge of program rules, regulations, requirements and restrictions.

Drives a vehicle to attend meetings at various sites.

Performs a variety of clerical duties related to assigned activities such as duplicating materials, inputting data into an assigned computer system and processing forms and applications.

Performs a variety of duties in support of the bilingual testing of students; assures organizational compliance with federal, state and local guidelines, laws, regulations and procedures related to bilingual special education students.

Prepares and maintains a variety of records, logs and reports related to student information, test results and assigned activities; establishes and maintains student files.

Prepares written and oral translations such as Individual Education Programs (IEP's), behavioral contracts, psychological, speech and language, physical therapy, occupational therapy and adaptive physical education evaluations and/or other assessments.

Provides interpretation for staff and parents at IEPs, ARPs, SARs, and other District meetings.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Bilingual proficiency and advanced ability to translate and interpret English and Spanish in both written and verbal form, and use correct grammar, punctuation and spelling in primary and designated second language.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Basic mathematics.

ABILITY TO:

Read, write, translate and interpret English and a designated second language.

Learn organizational language assessment tests and grading procedures.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Operate a computer and assigned software.
Meet schedules and timelines.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and six months of experience providing translating and interpreting services, preferably for a school district.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.
Incumbents must be able to take and pass a proficiency test in English and a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders or horizontally.

HAZARDS:

Traffic hazards.

FLSA Status

Non Exempt

Approval Date

10/4/19