

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Educational Assistant-
Spanish Interpretation/Translation**

Department: Instruction

**Grade G
H.P.D. 6.5
D.P.Y. 196**

Job Description

Date Reviewed: July 2021

Reports To: EL Coordinator

Purpose of Job

The purpose of the Educational Assistant serving as a Spanish Interpreter and Translator is to provide clear communication to the Spanish speaking families of CMCSS. Duties and responsibilities may include but not limited to providing assistance with district and school level communication, utilizing district resources regarding language translation and interpretation services and coordinating interpretation and translation needs across departments. The position may require flexible scheduling if interpretation needs are needed beyond the school day.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Interpret meetings from English to Spanish and Spanish to English. These meetings may include but not limited to the following: parent/administrator conferences, IEP meetings, parent/teacher conferences, possible emergency situations regarding students, discipline meetings, district meetings, etc.
- Translate documents from English to Spanish and Spanish to English (if needed). These documents may include but not limited to the following: school records, medical records, school activities, discipline actions, etc.
- Assists Spanish speaking families with the enrollment process and other district/school processes/procedures.
- Assist with call-outs from the district.
- Assist with building district rapport among Spanish speaking families.
- Increase participation in school and district activities among Spanish speaking families.

- Understand translation tools within the various curriculums used within schools.
- Assists teacher with resources as needed to meet the interpretation/translation of information for the student(s). Resources may include but not limited to the following: Transact, Google Translate, Microsoft Translation Tools, Don Johnston Translation materials, Curriculum etc.
- Organize and prioritize translation and interpretation schedule.
- Provides a calendar to the district in order to sign-up for interpretation and translation needs.
- Communicates clearly through the process regarding the delivery of translation/interpretation services.
- Provides interpretation and translation services without bias of their own opinion and or thoughts concerning the subject. (The translator/interpreter may not contact stakeholders outside the interpretation meeting unless authorized by the organizer of the meeting. If stakeholders reach out for advisement, other than how to complete processes and procedures outlined in the meeting, the interpreter/translator must inform the stakeholder that the concerns will need to be given to the organizer of the meeting. The organizer of the meeting will determine next steps of communication. No advisement should be provided without the consent of the meeting's organizer.
- May perform clerical duties for the EL Office if time permits.

Additional Job Functions

Perform duties assigned by the supervisor.

Skills Required

The job requires the ability to:

- Organize time and task commitments.
- Use technology to accomplish interpretation and translation work.
- Communicate well with stakeholder on services being delivered.
- Write and speak Spanish and English fluently using standard language conventions for both languages
- Adjust language level to the needs of the student and/or family
- Read, write, speak and listen fluently in English and Spanish

Minimum Training and Experience Required to Perform Essential Job Functions

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or Equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment. Must meet proficiency standards in interpretation and translation based on the district approved language assessment.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Medium work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently, and/or up to 10 pounds of force to constantly to move objects. Must be physically able to operate a variety of office machines and equipment such as computers, printers, typewriters, facsimile machine, binding machine, television and VCR, tape recorders, photocopiers, opaque projectors, laminators, transparency machine, paper cutter, etc. Must be physically able to work, move or carry objects or materials. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures in Spanish and English related to the job of an Educational Assistant-Spanish Interpretation/Translation. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech for English and Spanish

INTELLIGENCE: Requires the ability to learn and understand complex principles and

techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Educational Assistant-Interpretation and Translation.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to job of Educational Assistant-Spanish Interpretation and Translation.

PHYSICAL COMMUNICATION: Requires the ability to talk or communicate through signing; (talking-expressing or exchanging ideas by means of spoken words or sign).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has working knowledge of the policies, procedures, and activities of the School System and/or outside setting such as a state school, classroom and translation/interpretation practices as they pertain to the performance of duties relating to the job of Educational Assistant-Spanish Interpretation and Translation. Carrying out the main duty of translating the spoken word into sign language requires listening, sign language and communication skills. An interpreter may also have to do research if he or she is working in a situation involving highly technical information or complex information to gain an understanding of what will be interpreted or translated. A good memory is also important since an interpreter will need to remember what has been said. Has working knowledge of school culture, translation and interpretation practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.

Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has working knowledge of classroom, sign language, and interpretation practices as necessary in completion of daily responsibilities.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date