

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Educational Assistant-
Spanish Interpretation/Translation

Department: Instruction

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

Job Description

Date Reviewed: July 2023

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.

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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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

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