

ESL INTERPRETER – SPECIAL EDUCATION**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma or equivalent.
2. Provide a translator certificate provided by the state of Idaho. This certificate can be obtained after being hired to comply with the state requirements.
3. Fluency in English and at least one other language commonly spoken in the district.
4. Strong communication and interpersonal skills with the ability to interpret accurately, fluently, and neutrally.
5. Knowledge of culturally appropriate communication.
6. Ability to maintain confidentiality and professionalism at all times.
7. Competency in basic computer applications (email, word processing, spreadsheets).
8. Evidence of emotional maturity and stability necessary for specialized work.
9. Previous interpretation experience preferred, but not required.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Director of Special Education

Supervises: N/A

Job Goals:

To provide accurate and confidential interpretation services during parent meetings, including IEPs and other school-related conferences, ensuring that parents/guardians with limited English proficiency can fully understand and participate in their child's educational planning.

Essential Duties and Responsibilities:

1. Provide interpretation services for parents/guardians during IEP meetings, parent-teacher conferences, and other school-related meetings as assigned.
2. Ensure accuracy, neutrality, and confidentiality in all interpretations.
3. Assist staff in clarifying communication with families while maintaining professional boundaries.
4. Follow district policies, ethical standards, and confidentiality expectations.
5. Communicate with parents and families as directed by teacher or administrator
6. Maintain regular and predictable attendance.
7. Has regular and predictable attendance.

Other Duties and Responsibilities:

Performs all other duties as assigned.

Equal Opportunity Employer

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 4 hours per day, up to 176 days per year; determined annually based on student need and budget. Work hours to be established by the Building Administrator. Salary placement shall be determined by the Paraprofessional and Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Director of Special Education in accordance with Board policy on the evaluation of classified personnel.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; have sufficient hand, arm and finger dexterity; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. The employee may occasionally be required to drive an automobile.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. The employee may occasionally be exposed to outdoor weather conditions.

Reviewed: 09/2025 Revised: _____

NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance