

<b>Position Title:</b>	Bilingual Secretary III	<b>PCN:</b>	School Specific
<b>Department/School:</b>	School Specific	<b>Location/Address:</b>	School Specific
<b>Reports to(Title only):</b>	Principal	<b>Work Hours</b>	am to pm
<b>Salary/Position Category:</b>	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
<b>Position type/ Grade (to be completed by HR)</b>	B21	<b>Position # of days</b>	190
<b>Travel Required</b>	Some travel may be required	<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

**Job Description**

**JOB PURPOSE/REASON:**

To increase the support / communication given to Hispanic children and parents by facilitating communication between family members and the Hispanic children through oral and written translation, connecting families to district and community services, and promoting more effective partnerships between home and the Charleston County School District (Administrative Offices).

**REQUIRED QUALIFICATIONS:**

**EDUCATION:**     High School Diploma or Equivalent     Associate's Degree     Bachelor's Degree  
                           Master's Degree             Other

**EXPERIENCE & TRAINING:**

1 year of secretarial or comparable experience or Associate degree in lieu of secretarial experience

\* Must be bilingual (able to speak Spanish and English)

**LICENSING/CERTIFICATION:**

**OTHER SKILLS/REQUIREMENTS:**

\*Proficiency in written and verbal English and Spanish. Strong communication and interpersonal skills.

\*Proficient in the use of standard computer applications to include word processing, desktop publishing and database programs.

\*Ability to multi-task, excellent telephone etiquette, and ability to deal effectively with the public and all CCSD staff.

**PREFERRED QUALIFICATIONS:**

\*3 years of receptionist or secretarial experience

\*Knowledge of Gmail and Microsoft Office

\*Previous work with switchboard operations.

**SUPERVISION RESPONSIBILITY (IF APPLICABLE):**

**Direct Reports:**    \_\_\_ # of non-exempt/classified            \_\_\_ # of exempt/administrators/teachers

**Indirect Reports:** \_\_\_ # of non-exempt/classified            \_\_\_ # of exempt/administrators/teachers

**PRIMARY POSITION RESPONSIBILITIES:**

1. Serves as an interpreter between District communicators, administrators, and Hispanic families.
2. Serves as a translator for written documents to Hispanic families.
3. Identifies related resources available for Hispanic families within the community and shares this information as needed with the families at the school.
4. Demonstrates and displays warmth, empathy and sensitivity in all contacts with parents and community representatives utilizing translation skills as needed.
5. Answers telephones, routes calls and takes messages as needed using translations skills as needed.
6. Serves as the primary contact for Hispanic visitors to the District Office.
7. Responds to requests for information using translation skills as needed.
8. Types letters, forms and other documents as needed using translation skills.
9. Serves as the back-up switchboard operator

**PRIMARY POSITION RESPONSIBILITIES, CONTINUED:**

**SECONDARY POSITION RESPONSIBILITIES**

1. Serves as an advocate for Hispanic children and their families at the District office.
2. Classifies, sorts and files correspondence and other data.
3. Operates office machines such as copiers, computers and fax machines.
4. Attends meetings, trainings and professional development as assigned and related to the position.
5. Performs all duties, functions, and tasks as delegated by the Executive Director for the Office of Strategy and Communications.
6. Performs additional duties as assigned by the supervisor.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components;
2. Sitting for extended periods of time.
3. Ability to sit, stand, or bend.

*NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*

Department Head	Angela Rush	Date	7.12.22
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources	Nicole Joyner	Date	7.12.22