



# Interpreter, ESOL

**Reports to:** Director

**Division:** Student Services

**Structure/Grade:** Unified 115

**Workdays:** 199 or 246 Days

## Position Summary

Perform routine tasks to facilitate communication within a school district by providing oral interpretation and written translation services in multiple languages. Support non-English speaking community members and ensure compliance with civil rights mandates. Perform duties with moderate supervision as an intermediate-level individual contributor.

## Essential Job Duties

- Provide interpretation services year-round, both in person and over the phone, to meet the school's and district's needs, including student registration and various school meetings.
- Translate documents between English and target languages accurately, ensuring cultural appropriateness of language.
- Collaborate with families, staff, and external agencies to support the educational and administrative needs of students in the English as a Second Language (ESOL) program.
- Advocate for families speaking target languages by assisting them in understanding the school system and ensuring their concerns are addressed effectively.
- Conduct language proficiency screenings and assessments to identify students' educational needs.
- Maintain accurate and confidential records of interpretation services and student-related information provided.
- Assist with the coordination and implementation of training workshops aimed at enhancing parental involvement in education.
- Manage reception tasks for new students when necessary, explain school policies and procedures, and provide culturally appropriate communication to ensure clear understanding.
- Coordinate assigned project tasks effectively to meet objectives.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with at least three (3) years of related experience required.
- Associate degree with at least one (1) year of related experience preferred.
- An equivalent combination of education and experience may be considered.

## Knowledge, Skills, and Abilities

- Knowledge of English for Speakers of Other Languages (ESOL) programs
- Proficiency in multiple languages, including English and target languages, with the ability to speak, read, and write fluently
- Cultural awareness and the sensitivity to navigate and respect cultural differences
- Understanding of effective interaction in a multilingual and multicultural environment
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice



- Ability to deliver work according to specific operational targets
- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain confidentiality

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have a valid driver's license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 12/17/2024