

## **Durham Public Schools Job Description**

## **Multilingual Resource Center Interpreter**

### **Interpreter**

**JOB TITLE:** Interpreter

**REPORTS TO:** Director, Multilingual Resource Center

**SALARY:** Grade 64

**STATUS:** Permanent, Classified

**SUMMARY:** Serves as an interpreter between families, schools and the district to support students' academic success. (Students are defined as a student in the process for referral or a student with an Individual Education Plan.)

#### **RESPONSIBILITIES & DUTIES:**

- Support families in understanding academic and behavior expectations at school.
- Explain school and district practices and policies, and state and federal law to families. (This includes but is not limited to the process for referral and the Parent Right's Handbook.)
- Coordinate meetings between school and/or district-staff, and families.
- Provide interpretation services at meetings between school and/or district-staff, and families.
- Ensure families understand information at meetings.
- Serve as a bridge of communication between families and schools and/or the district.
- Translate documents.
- Maintain ethical standards when interpreting.
- Maintain confidentiality of student and family information.
- Maintain Standards of Practice.
- Provide interpretation services and/or supplemental support during school and/or district events.
- Perform other duties as assigned.

#### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:**

Bachelor's degree or equivalent work experience; collaborates with school and district staff as needed; fluent in English and designated language in reading, writing and speaking; in-depth understanding of designated language's culture; and sensitive to serving diverse populations.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge and proficient level of experience with electronic mail and Microsoft Office programs, such as Word, Excel and PowerPoint.
- Ability to establish and maintain effective working relationships.
- Ability to network and garner information about resources to support students and families.
- Ability to do consecutive and simultaneous interpretation.
- Ability to adjust language (i.e. register) to the level of the family.