

**JOB TITLE: GUEST LANGUAGE ACCESS INTERPRETER**

**WORK DAYS PER FISCAL YEAR: On-call as needed**      **Classified Substitute Employee's Salary Schedule**

**SUMMARY:** Provides translation and interpreter services of designated world language to the Highline Public Schools community. This position ensures parents and guardians who have requested communication in a language other than English are provided with competent oral interpretation of materials and information about any program, service, and activity provided to parents and guardians who are receiving communication in English and to facilitate any interaction with district staff significant to the student's education.

**CONTEXT AND WHO WE ARE:** Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

**OUR PROMISE:** *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs a wide variety of translation services. Translates both written and verbal communications.

**Other Functions**

- Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

Bilingual in English and at least one other language

**PREFERRED QUALIFICATIONS:**

Previous experience providing interpretation support

Previous experience working with children and/or adults in a learning environment

**CONDITION OF EMPLOYMENT:**

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

**LANGUAGE AND TESTING REQUIREMENT:**

Demonstrate oral and written proficiency in designated world language

## JOB DESCRIPTION: GUEST LANGUAGE ACCESS INTERPRETER

Score of “Advanced Low” or higher on the Oral and Written Proficiency Interview in designated world language, based on the ACTFL standards

### **KNOWLEDGE OF:**

- Written and oral communication skills
- Ethics of interpreting and translating
- Community resource and referral agencies
- District policy and procedures for enrollment
- School board policies and procedures

### **ABILITY TO:**

- Perform simultaneous interpretation of verbal communications
- Communicate effectively verbally
- Maintain effective working relationships with others
- Attend to detail and follow tasks through to completion
- Organize work, problem solve and select action plans
- Remain flexible to changes in assignments or situations
- Contribute as a committed member to a learning team environment
- Interact with families from a broad range of cultures
- Demonstrate empathy while firmly communicating district decisions
- Be available on call for in-person or over the phone language assistance
- Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Director of Family and Community Partnerships

**PHYSICAL DEMANDS:** 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 sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee is required to use their personal vehicle and to occasionally work evenings and weekends.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### **CLASSIFICATION HISTORY**

- Updated Context and Disclosures sections, 2024.07.09
- Revised Condition of Employment section, 2021.12.10
- Updated by Human Resources as outlined by the Director of Family and Community Partnerships, 2021.10.21
- Updated Context and Mission statement, 2020.09.21
- Created by Human Resources, 2014.08.07

## JOB DESCRIPTION: GUEST LANGUAGE ACCESS INTERPRETER

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: District Ombudsman, 206.631.3104, [civilrightscoordinator@highlineschools.org](mailto:civilrightscoordinator@highlineschools.org); Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166