



Special Education Spanish Interpreter

Reports to: Director of Special Services

Job Summary: Facilitate communication, both oral and written, between families, students and special education staff during special education evaluation and programming.

Essential functions of the job may include but are not limited to the following:

- Serve as part of the Special Education Team to assist licensed staff with making decisions relating to special education placement and establishing Individual Education Plans by providing information gathered from parents and children through the use of screening tools and interviews.
- Administer screening tools as appropriate; listen to and evaluate speech sounds in home language in conjunction with speech language pathologists; transcribe students' language samples from home language into the English equivalent.
- Advise special education staff whether evaluation and assessment tools and test items are culturally appropriate and/or fair; advise special education and/or school staff when parents or students need more information about special education or school policies and procedures.
- Conduct interviews with parents of students referred for special education evaluation to gather information regarding their child's development, language skills and health.
- Respond to parent questions regarding special education, due process and disabling conditions; explain special education services and disabilities to parents in a culturally sensitive manner; ensure that parents are informed of their rights in a legally defensible manner.
- Facilitate oral and written communication between students, parents and all appropriate district and school staff;
- Advise district and school staff on culturally appropriate behavior during home visits and/or meetings.
- Coordinate meetings for ML families and schedule student evaluations with the appropriate special education staff.
- Transcribe, translate and document initial evaluation and re-evaluation parent interviews, other parent contacts and attempts to contact; forward this information to the appropriate district and/or school staff.
- Enter special education information into the computer system for third-party billing purposes.

- Assist families with special education students to access resources at Farmington Public Schools or within the community.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree with a bilingual focus or two years of college coursework and two years of interpreting and/or translating experience. Must be fluent in oral and written communication skills in both English and a second language.
- Must be able to work a flexible schedule as needed and have a reliable means of transportation in order to travel to multiple sites on a regular basis.

Knowledge, Skills and Abilities

- Knowledge of special education and due process rules, regulations, policies and procedures.
- Knowledge of special education terminology and of disability categories.
- Knowledge of special education programs and community resources available for special education children and their parents.
- Knowledge of the dominant, home, school and special education cultures.
- Skill in the operation of a computer and ability to utilize software programs to accomplish work objectives.
- Ability to communicate effectively in English and a second language (oral, written and listening) and within cultural mores.
- Ability to coordinate a complex schedule within deadlines and with minimal supervision.
- Ability to interact with parents in a respectful, culturally appropriate manner, often in emotional situations and to create trust and calm in meetings between parents and district staff.
- Ability to serve as a member of a team.