



LANSING SCHOOL DISTRICT #158
Interpreter (Spanish)

JOB SUMMARY: District 158 is seeking an Interpreter to support Lansing School District by assisting stakeholders in communication.

REPORTS TO: Executive Director of Student Services or Designee

FLSA STATUS: Non-Exempt

DUTIES AND RESPONSIBILITIES: The list below is meant to be illustrative, rather than inclusive. Accordingly, the list is not meant to be restrictive on the work which can be assigned the employee.

- Attend and translate meetings to help facilitate effective conversations between Spanish speaking and English-speaking families, take notes, and recap meetings as needed.
- Assist staff in communicating with families who prefer to communicate in Spanish, in person, via phone, and via video, in a variety of settings (individual and group settings).
- Assist staff in communicating with supervisors or other staff who prefer to communicate in Spanish, in person, via phone, and via video, in a variety of settings.
- Complete verbal and/or written translations for district and school materials as needed.
- Work cooperatively and productively with students and staff.
- Performs such other tasks as may be assigned by the Director or their designee.

REQUIRED SKILLS:

- Excellent verbal and written communication skills.
- Must have an understanding of special education terms and phrases.
- Ability to communicate fluently in a clear and effective manner (written and verbally) in both English and Spanish
- Must have strong verbal and written communication skills.
- Expert ability in staying organized with strong attention to recording and recalling details.
- Proficient in Google and Microsoft programs.
- Excellent interpersonal skills with a proven ability to maintain professionalism and tact in high-stress situations.

- Proficient with Microsoft Office Suite or related software.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:

- High School Diploma
- Demonstrated aptitude for the work to be performed.

PHYSICAL REQUIREMENTS:

- Prolonged periods of standing and moving throughout the building.
- Able to lift cartons and boxes, up to 20 lbs.

The above is a non-exhaustive list of duties. The employee is expected to perform various tasks as necessitated by the changing role within the organization as well as the overall objectives and needs of Lansing School District 158.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.