



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: EL Tutor/Translator

Qualifications:

- High School diploma or GED
- Bilingual in Spanish with the ability to translate orally and written documents
- Knowledge of basic math skills and concepts of written English

Reports to: Building Principal/EL Teacher

Performance Responsibilities:

1. Provides bilingual support
2. Reviews student placement and progress with the classroom teacher
3. Supports students in language development within the classroom
4. Follows daily lessons and strategies recommended by the supervising teacher
5. Instructs, motivates and manages students in school settings
6. Participates in Parent/Teacher conferences as requested
7. Prepare and maintain accurate student records as needed such as call logs, etc.
8. Attends in-service training sessions and family/parent engagement nights as requested