



Position Title	Spanish Interpreter		
Department	Elementary Education/ Secondary Education		
Reports To	Building Principal		
Revised By	Human Resources	Date(s) Revised	9/5/2025
Approved By		Date(s) Approved	

SUMMARY:

Spanish Interpreters assist the building staff with professional duties and are responsible for those specific duties as assigned by the building principal. Duties include written and oral translations from English to Spanish and Spanish to English. Other duties are typically those of clerical production, record-keeping, and lunchroom supervision. Spanish Interpreters may be assigned to cover classrooms for brief periods when a certified teacher is not present; during which time, Spanish Interpreters are present only to support and reinforce students' learning and are not expected to introduce new concepts to students. Specific assignments may include one or more of the examples of duties and responsibilities listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- ☐ Translate written communication such as school/classroom newsletters and other written communication shared between the school and the community.
- ☐ Provide oral translation for conferences, IEP meetings, and phone calls as needed.
- ☐ Assist with duplicating, assembling or preparing materials for the classroom.
- ☐ Assist the building secretary in the performance of clerical duties.
- ☐ Contact parents to obtain and/or convey student information.
- ☐ Adjust weekly schedule to attend evening functions and events to assist with interpreting as needed by school building
- ☐ Building Spanish Interpreters may be asked to assist in other buildings and district events as needed.
- ☐ Provide simultaneous translations between languages during formal presentations at schools and district meeting sites as needed.
- ☐ Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- ☐ High school diploma or GED preferred.
- ☐ Must be proficient in Spanish and English at written and oral levels.
- ☐ Previous experience in position or school setting preferred.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ☐ Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- ☐ Ability to develop effective working relationships with the students, staff, and community.
- ☐ Knowledge and ability to utilize appropriate technology.
- ☐ Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- ☐ Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- ☐ Ability to maintain a high level of professionalism and adherence to Board policy.
- ☐ Ability to read and interpret documents.
- ☐ Ability to effectively write detailed reports and correspondence.
- ☐ Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- ☐ Ability to speak in front of large and/or small groups.
- ☐ Bilingual communication skills preferred.

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.*

- ☐ Must have the ability to travel in personal or school district vehicle.
- ☐ Must be flexible regarding scheduling, working conditions and location of work.
- ☐ May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ☐ Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

