

**Bass Lake Joint
Union School District**

Bilingual Liaison

DEFINITION

Working under direct supervision, interpret complex written translation work of various documents and activities into Spanish or English. Performs other related duties as assigned for the purpose of providing support to the instructional program of Bass Lake School District.

DISTINGUISHING CHARACTERISTICS

This job class requires the ability to communicate and interpret in both Spanish and English positively and effectively with students, parents, teachers, and other staff members. This job class may assume responsibility for performing multiple tasks as well as providing more direct student support within the context of teacher directives.

SUPERVISION RECEIVED

This position receives direct to general supervision from school site administrator. In addition, this position could also receive technical and functional supervision from a certificated teacher.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

-Prepares written translation from English to Spanish for a variety of documents (i.e. letters, information, bulletins, forms, handbooks, brochures, correspondence, legal documents, etc.)

-Reviews and edits translated material for accuracy, context, readability, and style for the purpose of ensuring accuracy of information and complying with established guidelines.

-Recreate and format documents utilizing a variety of word processing tools.

-Translates and verbally interprets IEPs (Individualized Educational Program), and as necessary, could require attendance at IEP meetings.

-Serves as an interpreter for a variety of meetings, workshops, conferences and special events for District personnel, parents and students and provides simultaneous interpretation services; takes notes and prepares minutes following meetings as necessary, maintains confidentiality of sensitive and privileged information; interprets previously noted conversations of meetings as requested by site administrator.

-Communicates with Spanish speaking parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purposes of ensuring that an ongoing partnership between home and school is formed.

-Performs clerical duties such as typing, preparing and maintaining records and files utilizing a variety of office equipment including a computer, copier, fax machine and telephone.

-Performs other related duties, as assigned, for the purpose of providing support to both the instructional program of the District and to Spanish speaking parents.

-Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc') for the purpose of providing information and/or direction as may be required.

-May instruct individual and small groups of students in various learning situations and environments.

-May supervise students appropriately to maintain an effective learning environment.

-Acts as resource to students; listens to students read, answers questions, reinforces learning concepts, checks student's work for completeness and accuracy.

-Attends in-service training, parent conferences, and after-school meetings as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Proper usage of, grammar, spelling and punctuation in both Spanish and English.
- Correct oral and written usage of Spanish and English.
- Simultaneous and consecutive interpretation techniques.
- Operation of standard office equipment including computer and designated software.
- Modern office practices, equipment and procedures.

Ability to:

- Read, write, and translate and interpret English and Spanish.
- Verbally interpret for a variety of meetings, workshops, conferences and special events.
- Read, review and edit translations.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Maintain records and files.
- Maintain confidentiality of sensitive and privileged information.
- Learn District's policies, procedures, organization and operations related to instructional programs and student support.
- Supervise students effectively and positively in a variety of situations.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

LICENSES AND CERTIFICATES

-Possession of a passing score on District's Instructional Assistant Proficiency Test, unless proof of A.A Degree or BA(S) Degree can be provided.

-May require possession of a valid and appropriate California State driver's license.

EXPERIENCE: Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services.

TYPICAL PHYSICAL REQUIREMENTS

Sitting or standing for extended periods of time daily; walking short distances. Twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required. Corrected hearing and vision to normal range; verbal communications required.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office setting and/or in a classroom or any other learning environment. Some outdoor work may be required. Continuous contact with other staff, students, parents, and general public.