



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **LCE Individualized Education Plan (IEP) Interpreter/Translator** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **January 23, 2019** Job Code: **35802**

SUMMARY: Responsible for providing accurate Spanish-English and English-Spanish interpretation & translation for Individualized Education Plan (IEP) Special Education parent meetings. Provides accurate Spanish-English and English-Spanish interpretation and translation for a variety of district meetings, many of which will occur outside of regular school hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Translate IEP summaries and other documents as needed for the IEP process.	D	20%
2. Interact and develop working relationships with professionals, staff, children and their families using positive interpersonal, oral and written communication in English and Spanish.	D	9%
3. Maintain cultural sensitivity when relaying concepts and ideas between languages. Interpretation and translation should maintain integrity, conveying the thought, intent and spirit of the author/speaker while also maintaining confidentiality, impartial attitude, and professional demeanor.	D	9%
4. Attend work and arrive in a timely manner.	D	1%
5. Interpret between PSD staff and Hispanic guardians and/or students by providing equivalent IEP terminology. Clarify content during IEP meetings as needed.	W	30%
6. Interpret parent/teacher conferences, after-school activities, special meetings, and other district functions as requested.	W	30%
7. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Relevant experience working as a Spanish/English interpreter
- Two years or more experience working in an educational setting and/or service-oriented agency assisting linguistically diverse families.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Bilingual certificate preferred



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- Fluency in Spanish and English language skills
- Knowledge of English and Spanish usage in grammar, structure, spelling, pronunciation, punctuation, vocabulary, and comprehension
- Written translation skills in Spanish and English
- Demonstrated ability to interpret consecutively and simultaneously, as needed
- Cultural competency and ability to understand cultural nuances
- Organization skills
- Interpersonal relations skills
- Customer service skills and reliability
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills required
- Advanced knowledge of educational terms, phrases and acronyms in English and Spanish
- Continuous knowledge and acquisition of IEP terminology and content specific vocabulary
- Ability to work in a team setting
- Ability to work flexible hours outside of the regular work day
- Ability to maintain confidentiality in all aspects of the job
- Ability to adjust style and rate of oral interpretation to successfully interact with persons of differing communication styles and abilities
- Ability to demonstrate attention to detail, follow instructions, respond to management direction and manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, Google Drive and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle or feed				x



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute		x		
Synthesize		x		
Evaluate	x			
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	