

JOB DESCRIPTION

Wood Dale School District 7

TITLE: District Spanish Language Interpreter - Special Education

QUALIFICATIONS:

1. Must be fluent in English and in Spanish particularly in the areas of speaking, reading and writing.
2. Experience in the use technology and the use of Google Suite (Doc, Sheets, Slides, & Meets).
3. Strong communication and public speaking skills in English and Spanish.
4. Willingness to take required Illinois State Board of Education training required for the position.
5. Ability to work positively with parents and district personnel.

REPORTS TO: Special Education Coordinator & ELL Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Understands the special education system (special education referral process and required district forms).
2. Clarifies roles of educators to parents related to special education services.
3. Provides support for parents during the IEP process:
 - a. Explains procedures and protocols;
 - b. Assists parents in communicating questions or concerns to the team;
 - c. Assists educators with parental concerns (language or procedural).
4. Provides translating of district and school documents in regard to special education.
5. Provides interpreting services in English and Spanish for parents, teachers and administrators during special education meetings, parent/teacher conferences, school or district meetings, and parent workshops
6. Serves as a resource for disability related information, referral and follow-up.
7. Communicates with parents and families through phone calls, home visits, and meetings at school.
8. Performs other position related duties as assigned.

TERMS OF EMPLOYMENT: Available during the work week from P/T 8:05am-3:45pm
Hourly rate of pay

EVALUATION: The ELL Coordinator will serve as the primary evaluator with performance reviewed annually in accordance with the provisions of the Board Policy on Evaluation of Educational Support Personnel.