

Job Description

Title: District Bilingual Translator/Office Clerk

Qualifications:

- a. High School diploma or equivalent required
- b. Associated Degree preferred
- c. Shall possess effective oral and written communication skills in both English and Spanish
- d. Understand the social/educational and Hispanic cultures and the ability to translate this information in a useful format to families and staff
- e. Shall possess experience as an office clerk or other clerical position
- f. Shall possess working knowledge of office devices and process
- g. Very good organizational and multitasking abilities
- h. Health examination for new employee part time or full time:
 - i. Chapter 122 Article 24-5 of the Illinois School Code mandates that school boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
 - ii. Prior employment, all non-certified personnel must have a physical examination.

Reports to: Bilingual Director

Job Goal:

To communicate with families in meeting and understanding the expectations of the Bilingual Program. To work with the Bilingual Director to meet the needs of the Hispanic population

as well provide clerical support for the program. To translate and interpret for parents when needed.

Performance Responsibilities:

- a. Assist the Bilingual Director and District 152 Administration Center by translating written materials distributed to the community.
- b. Answer the phone by taking messages or redirecting calls as appropriate.
- c. Assist with the translation, registration and any other areas that may be defined.
- d. Assist with the translation of IEP meetings in and out of district.
- e. Maintains files and records for the Bilingual/ESL program.
- f. Assist with Central Office registration by translating and/or interpreting.
- g. Assists in office management and organization procedures.
- h. Assists with the coordination of BPAC meetings by recruiting parents to attend meetings through phone calls, flyers, etc.
- i. Takes minutes of meetings and dictations of BPAC meetings.
- j. Assist with any incoming mail as well as preparing outgoing mail.
- k. Performs all other duties as assigned.

Terms of Employment:

Works approved school calendar. Salary by contract approved by the Board of Education.

Evaluation:

Will be evaluated by the Bilingual Director