

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: ESOL INTERPRETER/COMMUNITY LIAISON**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, assists school personnel and Spanish-speaking parents and students to communicate more effectively. Work involves oral and written translation from Spanish to English and from English to Spanish. Employee is responsible for oral translations during parent/teacher and parent/administrator conferences, during administration of tests to students, and during emergency situations in which language is a barrier for resolving the situation. Employee is responsible for written translations from English to Spanish for such purposes as notification regarding school activities, student progress, disciplinary actions, etc. Employee is responsible for written translation from Spanish to English for such purposes as translating school records, medical records, oral and written translations for GCS Hearing Officers, notes from parents, etc. Reports to a principal or ESL Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Translates written documents from English to Spanish and from Spanish to English.

Translates orally from English to Spanish and from Spanish to English during conferences, telephone calls, testing, translating documents for Student Assignment Department, Title 1, Psychological Department, or any GCS Department requesting the services and information gathering from other school districts, emergency situations, etc.

Assists Spanish-speaking students and their families with the school enrollment process.

Serves as a liaison between the school district and Latino groups and organizations in the community.

Works closely with community agencies to place families in shelters and advocates for their needs.

Assists school staff in understanding and appreciating the Latino culture.

##### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## ESOL INTERPRETER/COMMUNITY LIAISON

### MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and demonstrated ability to speak, understand, read and write fluently in both English and Spanish; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak in Spanish and English to convey or exchange information. Includes giving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, etc., in English and Spanish. Requires the ability to prepare routine and technical documents. Requires ability to write, using standard conventions, in English and Spanish.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions in English and Spanish. Must be able to communicate effectively and efficiently in standard English and Spanish.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra, trigonometry and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using adaptive equipment.

## **ESOL INTERPRETER/COMMUNITY LIAISON**

**Manual Dexterity:** Requires the ability to form numerous signs, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be sensitive to cultural differences among individuals and groups of persons.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of both the Spanish and English languages.

Skill in translating spoken words from English to Spanish and from Spanish to English at a normal speaking rate.

Ability to translate verbal messages to written documents and written documents to verbal messages in both Spanish and English.

Ability to adapt language based on the level of the student and parent.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.