



Job Title:	Translator/LEP Program Support Paraprofessional Title III Funded 100%	Wage/Hour Status:	Non-Exempt
Reports To:	ELL Director	Pay Grade:	4/226 days
Dept. /School:	RL Anderson	Date Revised:	09/23/2011

Primary Purpose:

Support the LEP program of the district by providing translation services, tracking student program participation, assisting the Director with managing the budget funds specific to the program, preparing for staff development relating to LEP, communicating with parents, and being available to help schools implement the LEP programs on their campuses.

Qualifications:

Education/Certification:

Two years of study at an institution of higher education [defined as completion of 48 semester hours (or equivalent trimester hours) of college coursework or an applicable number of semester hours as defined by the institution of higher education attended, whichever is less]; or
An associate's degree or higher; or
Meet a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment –
Knowledge of, and the ability to assist in instructing, reading, writing and mathematics

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance
Effective communication and interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases and do word processing
Translation level expertise in grammar of both English and Spanish (reading, written, and spoken)
Knowledge of Title III grant requirements
Knowledge of LEP program requirements

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Administrative: (24%) – not to exceed 2% of Title III allocation

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and comp
4. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
5. Assist with the preparation of purchase orders and payment authorizations.

6. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office. utederized departmental files.
7. Maintain departmental records as needed.
8. Answer incoming calls, take reliable messages, and route to appropriate staff. 9. Maintain a schedule of appointments and make travel arrangements for department staff. 10. Receive, sort, and distribute mail and other documents to department staff.

Parental Involvement: (38%):

11. Translate documents upon request for campuses or district to communicate with Spanish speaking parents.
12. Translate orally upon request to assist campuses with no bilingual staff to maintain communication with parents.
13. Answer parents' questions regarding the LEP program and qualifications.
14. Assist in orienting parents to the school system and community.
15. Assist with parental involvement activities and parent communication as deemed appropriate by the supervisor.

Campus Support: (38%):

16. Assist in preparing staff development regarding the LEP program.
17. Keep accurate records of campus participation in staff development.
18. Translate at the campus as necessary to assist with LEP program needs.
19. Travel to campuses to assist with LEP program implementation upon request.

Other:

20. Maintain confidentiality of information.
21. Maintain signed Semi-annual Certification form and annual job description as approved in the consolidated application for federal funding.
22. Abide by the policies put forth in the *MISD Employee Handbook*.
23. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Frequent in-district travel. Must have reliable transportation.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.