



**Job Title: District Language Interpreter**

**Department:** Title III/ELD  
**Reports To:** Title III Administrator  
**Grade:** CA-14  
**Number of Days:** 12 Months  
**Security Access:** Enrollment Center  
**Current Date:** February 9, 2016  
**Overtime Status:** Non-Exempt

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**Position Summary:** To facilitate, provide, and support language assistance services for Limited English Proficient persons in the district

**Minimum Qualifications:**

- HS Diploma, GED or equivalent.
- Interpreter and translator certification in English and target language.
- Minimum of three years of experience in providing interpretation and translation services.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide interpretation and translation services.
- Receive and schedule requests for language assistance services.
- Maintain records of language assistance services provided.
- Maintain district list of staff approved to provide language assistance services.
- Maintain records of interpreter and translator testing and scores.
- Design and administer interpreter and translator language competency testing.
- Design and present training to all approved interpreters and translators on the role, responsibilities, and requirements of interpreters and translators.
- Design and present training to all district staff interested in improving their Spanish language competency.
- Design and present training to all approved interpreters on the nuances of technical terminology and educational frameworks, specifically that of Special Education.
- Maintain records of all trainings and attendance.
- Coordinate implementation and scheduling of contractor services for interpretation and translation.
- Act as the primary point of contact for contract language services.
- Collaborate with community providers to develop additional language assistance resources and recruit volunteers.

- Provide information to departments as requested regarding language group size by various demographics as noted in PowerSchool.
- Regularly review and ensure accuracy of language assistance data in PowerSchool is accurate.
- Maintain inventory of interpretation equipment.
- Manage EduPortal for district translation resources.
- Design and present training to staff on how to use EduPortal to access translation resources.
- Design and train staff on how to use Language Line to access phone interpretation.
- Maintain inventory of interpretation signage and feedback postcards.
- Enter and maintain feedback postcard data in survey tool for annual evaluation report to the Office of Civil Rights.
- Review contractor invoices for billing accuracies.
- Deliver and pick-up interpretation equipment to school sites as needed.
- Review translation work from contract companies for accuracy.
- Prioritize translation projects to complete internally or submit to contractors to meet timeline requirements.
- Receive and route or address incoming Spanish-speaking phone calls from the district's phone number.
- Translate and record School Connect calls for district and schools as requested.
- Provide interpretation for student testing as requested.
- Coordinate with Spanish media and attend live events to provide interpretation for district staff as needed.
- Instruct staff on how to complete necessary forms and information to request language assistance services.
- Receive Spanish-speaking phone calls from district employees regarding HC situations or concerns.
- Receive Spanish-speaking phone calls from parents and community members regarding district or school inquiries and concerns.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in English and target language.
- Ability to provide simultaneous and consecutive language interpretation.
- Knowledge of legal regulations and the role of an interpreter/translator.
- Strong linguistic and cultural communication skills.
- Understanding of adult learning theory.
- Ability to follow multi-step directions and complete tasks efficiently.
- Possess knowledge of office equipment.
- Possess good organizational skills.
- Ability to perform various tasks and work with parents, administrators, teachers, other staff, and community members.
- Ability to work under pressure and be flexible.
- Ability to be responsive to school personnel, parents, and other representatives of the community.
- Communicate effectively with school personnel, parents, contracted service providers, and the community.

**Supervisory Responsibility:**

- Provide evaluation feedback on the interpretation/translation skills of district/school staff and volunteers.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.