



Office Asst 3 Language Interpreter

Purpose Statement

The job of Office Asst 3 Language Interpreter is done for the purpose/s of providing language interpretation support to parents and guardians of students during meetings with school personnel so that parents and guardians can engage fully in the decision making process for their children; language interpreters should be proficient in the language and culturally sensitive and committed to fostering an inclusive supportive environment for all students and their families.

This job reports to Administrator

Essential Functions

Answers and/or initiates phone calls for the purpose of conveying and/or receiving information to support parents, guardians, and community members with language interpretation.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends department and/or in-service meetings for the purpose of gathering information and updating skills required to perform functions.

Collaborate with school and district personnel and with parents / guardians prior to meetings as needed for the purpose of ensuring effective and efficient use of meeting time to ensure the best outcomes for students.

Complete all district and state required training for the purpose of maintaining compliance with all regulations and guidelines.

Demonstrate strong interpersonal skills and the ability to remain neutral and impartial when differences of opinion are discussed for the purpose of supporting parents / guardians and school and district personnel to work collaboratively for the best outcome for students.

Demonstrate understanding of and sensitivity to cultural nuances and variations in communication styles for the purpose of ensuring participants engage fully and to promote understanding and collaboration in an effort to achieve the best student outcomes.

Ensure that all participants feel heard and understood by promoting a collaborative environment for the purpose of fostering the best outcomes for student success.

Interpret spoken language in real-time while being sensitive to the emotional tone and cultural sensitivity of the conversation for the purpose of facilitating a sense of collaboration between school and district personnel and parents / guardians to support student success.

Maintain confidentiality for the purpose of fostering trust and maintaining compliance with federal, state, and district guidelines.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepare for meetings by reviewing relevant materials and agendas prior to meetings to become familiar with topics and terminology for the purpose of facilitating clear communication between parents / guardians and school and district personnel.

Provide clear and accurate interpretation between school and district personnel and parent / guardians, ensuring that all parties understand key topics, have the opportunity to express concerns, and have the opportunity to ask questions for the purpose of ensuring the best outcomes for students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administer first aid; customer service; record keeping; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administer first aid; customer service; record keeping; effective listening; office practices; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practice; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; adaptability/flexibility; confidentiality; dealing with frequent interruptions; multi-tasking; reliability; being attentive to detail; adapting to changing work priorities; adaptability/flexibility; confidentiality; dealing with frequent interruptions; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 5% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Fluency in one or more languages other than English
Certification as a professional interpreter through a recognized national organization, USBE, or Provo District

Certificates and Licenses

Continuing Educ. / Training:

High School Diploma or Equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

10/22/2024

Salary Grade

Lane 3