

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/14	NATIVE LANGUAGE SPECIALIST	2.12.7
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing duties related to the assessment and enrollment of language minority children in the District's instructional programs by providing interpretation and translation, and by facilitating parent involvement in District activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed only periodically to assure compliance to standards and measured results.

ESSENTIAL FUNTIONS OF THE JOB - May include, but are not limited to, the following:

Collecting newly arrived student's educational background information and determining the most appropriate placement in district instructional programs.

Assessing, testing and placing new students into the appropriate school or program; contacting parents and schools to coordinate the completion of necessary forms and procedures; working directly with students at the school site.

Developing and updating records and lists related to program and student activities.

Participating in meetings and conferences regarding students' educational needs and placement.

Facilitating the enrollment of eligible students in District educational services.

Communicating with and serving as liaison between students and school, school and parents, resource and/or classroom teacher, bilingual programs staff, and other school district programs.

Assisting with parent training and advisory committee activities.

Coordinating transportation arrangements for new bilingual students with transportation services.

Providing oral interpretation and written translations.

Assisting with interpretation in home visits as necessary.

Performing clerical duties in assigned office.

Assisting with the maintenance of web page and maintaining files.

Assisting the assigned coordinator with training other bilingual staff.

Providing cultural and linguistic support to bilingual classrooms and District schools with limited-English students as needed.

Participating in pre-service and in-service activities.

Representing bilingual programs in community organizations impacting bilingual/bicultural education; providing technical assistance as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices in the student's native educational system and native language and culture

Community resources

Basic academic skills such as math and reading

Principles and practices of problem-solving

Modern office procedures, practices and computer equipment

Ability to:

Speak, read, and write student's native language fluently. Interpret educational and social needs of language minority students

Interpret and translate Special Education terminology

Work effectively in a team situation by demonstrating cross-cultural communication skills

Establish and maintain effective working relationships with those contacted in the course of work

Operate a computer and related peripheral equipment and software including MS Word, Excel and district student information system

Multi-task with the ability to prioritize and organize workload demands

Maintain highest level of confidentiality in all matters relating to students and families

Communicate clearly and concisely, both orally and in writing

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible cross-cultural education experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in foreign language, education or a related field.

Work Environment:

Climate controlled office settings, frequent school visits and occasional home visits. Exposure to minimal noise intensity levels.

High level of contact with parents and District staff.

Physical Requirements:

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Exert force to 15-20 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Native Language Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print name: _____