



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Translator / Interpreter
Payroll/Personnel Type:	11 Month
Reports to:	ESOL/ Bilingual/ Migrant Executive Director

Position Summary:

Professional translators capable of interpreting and translating from English to target language and vice versa. Target languages include, but are not limited to: Spanish, Arabic, Swahili, and Somali.

Essential Functions:

- Translate district documents from English to target language
- Edit district documents translated from English to target language
- Interpret during meetings including, but not limited to: parent-teacher conferences, parent meetings in school, parent meetings in the ESOL office, home visits
- Assist new ELL families with district enrollment documents
- Conduct ESOL welcome sessions in the target language for ELLs new to St. Louis Public Schools
- Support new ELL student orientations by presenting information in the target language
- Provide language support in the target language to ELL families visiting the ESOL office with questions, problems, and/or concerns
- Provide over the phone language support to ELL families contacting the ESOL office
- Provide over the phone language support to district staff communicating with ELL families
- Participate in planning of ESOL Program parent meetings
- Conduct ESOL Program parent meeting in the target language
- Record automated messages in the target language to communicate district information to ELL families
- Make phone calls in the target language to communicate district information to ELL families
- Contribute to day- to- day operations of the ESOL office
- Ensure that all translations adhere to district policies and procedures
- Other duties assigned by the administrator

Knowledge, Skills, and Abilities:

- Native or near native proficiency in target language, both orally and in writing
- Attention to detail and ability to multi-task
- Computer literate, proficient with MS Word and have the ability to type 40 wpm

Experience:

- A minimum of three years of experience as a Translator, preferably in an urban school setting

Education:

- Bachelor's Degree in Translation, target Foreign Language, or related field
- OR
- A minimum of 3 years of experience as a translator in an urban school setting



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Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.