

**GENERAL DEFINITION OF WORK:**

Performs responsible professional work with students, parents and FCPS staff; does related work as required. Work is performed under general supervision of the ESL/Foreign Language Supervisor.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Assisting the school in facilitating communication between the school staff and parents of second language students;
- Providing interpretation services during parent-teacher meetings and eligibility meetings for special services;
- Translating school documents and forms;
- Assisting visiting teachers with home visits if needed; and
- Assisting ESL teachers with periodic assessment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- The ability to communicate in Spanish, both, orally and in writing;
- Should possess a working knowledge of the school division and the community as well as good reading, listening, writing, and organizational skills;
- Must possess basic computer skills and a willingness to learn these skills at an increasingly higher level.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED required; supplemented by extensive experience and/or training involving translation and interpretation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.