LAKELAND SCHOOL SYSTEM
JOB DESCRIPTION
Bilingual Facilitator
Part-time Position (20 Hours/Week)

PURPOSE AND SCOPE:
The purpose of this position within the organization is to provide support, communication, and outreach to students and families who speak Spanish and have limited English proficiency. This position is responsible for collaborating with instructional, clerical, and administrative staff at both schools to support students’ educational, social, emotional, and personal growth.

MINIMUM QUALIFICATIONS & EDUCATION REQUIREMENTS:
Graduation from an accredited college or university with a Bachelor’s Degree in Education and/or Foreign Language (Spanish). Two years related experience working with students in an instructional bilingual setting.

REPORTS TO:
Director of Academics and Exceptional Learners

ESSENTIAL FUNCTIONS:
1. Speaks, translates, and interprets for students and families as necessary
2. Provides orientation to new students who are non-English speaking
3. Provides support for social, emotional, and academic needs of non-English speaking students
4. Translates documents to other languages as qualified for schools and district
5. Attends after school events for family engagement to interpret as needed, e.g. Curriculum Nights, Open House, Parent/Teacher conferences, PTA/PTO meetings
6. Monitors progress of non-English speaking students to determine any needed assistance
7. Collaborates with staff to engage families through various outreach efforts
8. Assists attendance, nursing, SPED, and ESL staff with parent communication and paperwork
OTHER FUNCTIONS:
● Maintains an activity log for parent communication, student interaction, and collaborative activities
● Maintains a calendar of participation in required school activities
● Communicates regularly with general, SPED, and ESL teachers regarding student needs and progress
● Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:
● Must possess written and oral proficiency in English and Spanish
● Must possess accurate interpreting techniques to be able to convey the ideas of the source language in the target language, utilizing appropriate terminology spontaneously
● Ability to learn and appropriately translate documents requiring specialized/technical language
● Ability to accurately translate and interpret for non-English speaking adults and children utilizing specific terminology related to special education

CLEARANCES AND TESTING: *(at expense of applicant)*
● Criminal Justice Fingerprint/Background Clearance
● Pre-employment physical exam & TB Test