

**SALEM-KEIZER PUBLIC SCHOOLS JOB
DESCRIPTION**

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|----------------|--------------------------------------|---------|
| 6/2022 | Language Services Facilitator | 2.12.19 |
| Effective Date | Job Title | Index |

PURPOSE

To improve student achievement by performing coordination of district-wide translation and interpretation requests, accurate Oregon Department of Education (ODE) English Learner (EL) Fall/Spring EL collections, recent arriver registrations and placement, district certified interpreter training and district-wide EL language assessment training (e.g., English Language Proficiency Assessment (ELPA), Woodcock-Muñoz).

SUPERVISION RECEIVED AND EXERCISED

Reporting to the Director of Elementary Curriculum and Instruction and works in concert with the director performing tasks based on operational methodologies as it relates to ODE EL collections, translations, interpretations, recent arriver registrations and placement, and EL identification assessments.

Helps ensure high quality, accurate and timely completion of projects and services. This position exercises functional and technical supervision over assigned projects and the day-to-day performance of the Language Services' team and their jobs.

Ensures that project/department milestones/goals are met and adheres to approved budgets.

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

Coordinating translation and interpretation requests, in all languages

Overseeing the quality of translations and interpretations in the district and providing training as necessary.

Coordinating registration appointments for recently arrived students

Overseeing assessment data in Student Information System (SIS) for EL students to ensure accurate ODE EL Fall/Spring collections.

Coordinate assessments for potential EL students according to ODE and district guidelines

Assisting in translating documents and verbal interpretations.

Identifying and training interpreters within the district

Assess translation abilities of translators/interpreters by level of proficiency.

Facilitate trainings for school-based interpreters and EL language assessment assessors.

Communicate customer issues with director and help devise ways of improving the customer experience, including resolving problems and complaints.

Contribute operations information and recommendations to strategic plans and reviews: prepare

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and complete action plans; implement production, productivity, quality, and customer-service standards; resolve problems. Help prepare an annual budget.

Maintaining quality control and keeping up to date on new standards.

Preparing reports as needed.

Maintaining regular and consistent attendance and punctuality. Performing related duties consistent with job duties and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Proficiency in English and Spanish Decision-making

People Supervision Budget Development

Critical thinking and problem-solving skills Planning and organizing

Communication skills

Delegation Teamwork

Ability to:

Plan, organize, direct, and evaluate programs, projects and services and implement changes in methods and techniques as needed.

Assess and evaluate the district's needs and resources for translation and interpretation services and develop and implement programs to meet these needs.

Operate a computer to enter, revise, and retrieve information and to formulate methods of collecting and presenting information using a variety of software programs including MS Word, advanced Excel, InDesign, and PowerPoint.

Communicate effectively orally and in writing by demonstrating excellent speaking, writing, and editing skills in English and Spanish.

Work effectively with Language Services and district wide staff.

Maintain a flexible work schedule.

May need to attend meetings/presentations as necessary outside the regular workday and in the evenings.

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Experience and Training:

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

A Bachelor's degree from an accredited college or university with course work in language translation/interpretation, management, education, or a related field. Three to five years translation/interpretation experience and at least two of which must include supervision and/or coordination.

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Project site visits throughout the district and high level of contact with district personnel and community groups.

Physical Requirements

Frequent reaching, handling, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.