

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: TEACHING ASSOCIATE – BILINGUAL TRANSLATOR/INTERPRETER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide primary language support to students, families, and other members of the community; promote communication between home, school, and district office; provide oral and written translation and interpretation from English to a designated second language for site and district wide-correspondences; perform and support assessments in a student's primary language; provide supplementary instruction for students as part of classroom teaching team; tutor individual or small groups of students in need of additional assistance in English language arts, mathematics, history, and science in the students' primary language.

#### **ESSENTIAL FUNCTIONS:**

##### Translation and Interpretation:

Translate both oral and written materials from English to a designated second language (including site newsletters, bulletins, forms, letters, memoranda, notices, etc.).

Assist with translation and interpretation for site and/or district meetings.

Provide simultaneous and /or concurrent interpretation for a wide range of applications.

Serve as a liaison between staff, students, and families.

Review, draft, and edit translations for accuracy, context, readability, following established rules related to word meaning, sentence structure, grammar, and punctuation.

May perform clerical duties including copying, answering telephones, organizing, and maintaining files and records.

May provide assessment of oral and literacy skills in a student's primary language.

May participate in or attend evening and/or weekend meetings and school-related activities.

Assist with parent conferences, student study, and/or IEP team meetings as required.

May conduct home visits as needed to further student academic achievement.

##### Instructional Support:

Tutor English Language Learner students as they acquire concepts taught in English language arts, mathematics, history and science. Work collaboratively and under the direction of a classroom teacher to meet academic needs of individual English Language Learners.

Learn grade level standards, content, objectives, and curriculum taught to students in order to help students reach teacher expectations.

Assist classroom teacher in providing access to core curriculum and equal opportunities for English Language Learners.

Participate in staff development as needed and/or required.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Basic subjects taught in District schools including English language Arts, mathematics, reading, writing, grammar and spelling.

Child guidance principles and practices.

Basic instructional methods and techniques.

Correct oral and written usage of English and a designated second language.  
Oral and written communication skills in both English and designated second language.  
Policies and objectives of assigned program and activities.  
Specific culture related to English learners.  
District organization, operations, policies and objectives.  
Social and academic development of children who are learning English.

**ABILITY TO:**

Read, write, translate/interpret to and from English and a designated language.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Work confidentially with discretion.  
Work independently and collaboratively with little direction.  
Assist with instruction and related activities in a classroom or assigned learning environment.  
Reinforce instruction to individuals or small groups of students as directed by the teacher.  
Maintain consistent, punctual and regular attendance.  
Sit or stand for extended periods of time.  
Effectively communication in order to exchange and understand information.  
Effectively read and analyze a variety of materials.  
Interpersonal skills using tact, patience and courtesy.  
Learn and use computers, devices, and technology.

**EDUCATION AND EXPERIENCE REQUIRED:**

High School Diploma or equivalent

And

District Primary Language Proficiency Evaluation in the designated language.

And

Paraeducator proficiency requirement can be met by completion of ONE of the following:

Proficiency Exam or

California Basic Educational Skills Test (CBEST) or

Completion of two years college (48 semester units) or

A.A. degree (or higher)

And/or

Prior experience interpreting/translating in a multi-lingual environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

Driving a vehicle to conduct work and to student/family home.

**BOARD APPROVED:** September 5, 2023