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WICHITA
PUBLIC SCHOOLS®

JOB DESCRIPTION

(210057)

TEMPORARY AIDE – LANGUAGE SUPPORT (INTERPRETER)



Do you speak another language in addition to English? Do you want to work in a fun, smart and energetic environment where you will be really making a difference in someone's life? Come work with USD 259 Multilingual Education Services (MES) Department!

You will be assisting the MES staff regarding interpreting services. Provide language support to parents as requested and scheduled by Multilingual Education Services staff to increase the quality and quantity of involvement of non-English speaking parents/families in the education process. Activities include interpreting at Enrollment, Fall/Spring Parent-Teacher Conferences, individual parent meetings (staffing, social histories, classroom and group observations) grade level meetings/activities, contacting parents by telephone, greeting/helping parents during enrollment and for school functions and activities. Assisting parents/guardians to help complete school paperwork may be required. A specially trained cadre of interpreters will work with more language specific vocabulary (e.g. Special Education) and some written translations. Perform general clerical duties; which may be required but not limited to answering phones, basic computer functions, typing, copying and scanning.

Essential Performance Responsibilities:

- Supports staff and families with communication so that school and parent involvement opportunities are positive and informative.
- Provides assistance, information and materials to parents to encourage their involvement in the educational process.
- Some work will require interpreters to assist families to complete paperwork particularly at enrollment time.
- Participates in professional development activities designed to prepare and equip language support staff members with information and tools to support communication with parents.
- Interpret information for parents on school and district related information, including special programs and district hearings.
- Maintain confidentiality of privileged information at meetings
- Take part in professional growth activities
- Answering phone calls, and providing information and assistance to callers

Additional Duties: Perform other duties as requested by supervisor.

Equipment: This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

Travel: Travel between schools and central offices required.



Physical and Mental Demands:

- Ability to work outdoors during outdoor student activities
- Attendance at required meetings
- Work in standard office and school building environments
- Ability to work outdoors during outdoor student activities
- Additional demands upon request of Supervisor



Knowledge, Skills, and Abilities:

- Ability to communicate both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Basic computer proficiency and the ability to effectively use Microsoft Word and Outlook which will be determined and validated by testing
- Use of good judgment to make decisions on recurring assignments
- Ability to communicate effectively with a supervisor when their discretion is needed
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

Qualification Profile:

- A minimum of a High School Education or GED equivalent is **required**
- Ability to communicate effectively in English and in a minimum of 1 or more additional languages both verbally and in writing **required**
- Ability to use different levels of target language and mastery of written language **required**
- Minimum of three years' experience in translation/interpreting - preferred
- Interpreting/translation training will be provided

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