



Position Description

School District of Monroe

JOB TITLE:	ELL Interpreter
CLASSIFICATION:	Support Staff
JOB OBJECTIVE:	Provide support and assistance to certified teaching staff, families, and students in classroom and non-classroom settings
REPORTS TO:	Building Principal
QUALIFICATIONS:	<p>Associates degree or equivalent experience or ability to pass required DPI Title I academic assessment. The ability to communicate across cultures in a variety of media.</p> <p>Basic computer and social media skills. Positive attitude, interest in and ability to work collaboratively with children and staff. Physical dexterity and strength (lift at least 50 pounds) to assist in independently lifting and moving students.</p>
PRIMARY DUTIES:	<ul style="list-style-type: none">• Acts as a foreign language translator between staff, students and parents• Serve as trusted resource and point-of-contact for ELL families when communicating with the school on student and family issues• Help instruct in two languages, English and another language.• Interpret for non/limited-English speaking students or parents, including at breakfast and lunch, on the school grounds or during home visits• Adapts and translates classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives• Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.

- Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Provides in-person translation at meetings and school events as assigned
- Perform written translation of school communications and documents as needed
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes
- Make home visits as needed.
- Establish and utilize productive relationships with parents, students, staff, and community
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Attend training/meetings for maintenance and improvement of needed skills
- Assist in maintaining student behavior at school events as requested

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: June 2020