

School Board Agenda Item CC-2  
May 17, 2016

**Executive Summary**

Proposed New Job Description for the District Translator Position

**Background:** This item is being recommended for School Board adoption to meet requirements for the new job description.

**Position Title:** District Translator

**Division/Department:** Chief Academic Officer

**Pay Grade:** 16      **Range:** \$34,413-\$52,753      **Point Range:** 450-479

**Salary Schedule:** 2015-2016 FOPE Clerical Salary Schedule

**Recommended Policy Status:** Non-Chart Job Description – **Final** Reading

**Rationale:** The District Translator position has been developed to meet the needs of the Bilingual/ESOL Department in response to a position audit within the Bilingual Clerk area. The design of the position reflects the qualifications, performance and responsibilities that are required to meet the uniqueness and complexities of the role. The job description for the District Translator position is recommended in order to better align the job responsibilities, expectations and needs of the department. In addition, the Bilingual/ESOL Department will continue to meet the on-going needs of stakeholders.

Prior to the recommendation to the School Board for approval, the appropriate representatives from the Federation of Public Employees (FOPE) were provided a copy of the job description for review. Additional feedback was not received prior to submission of this document for approval.

**Cost:** There is an additional financial impact to the District of \$5,351. Source of funding is from the Bilingual-ESOL General fund budget and Title III Grant.