



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Bilingual ~~Intake/~~Interpreter/Facilitator  
**JOB CODE:** MM-057  
**CLASSIFICATION:** Non-Exempt  
**PAY GRADE:** 13  
**BARGAINING UNIT:** FOPE Clerical  
**REPORTS TO:** ~~Specialist, Foreign/Limited English Proficient Student Assessment Center or designee; OR assigned school based administrator.~~ Director, Bilingual/ESOL or designee  
**CONTRACT YEAR:** ~~10, 11, or 12 months~~ 217 or 248 days

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**POSITION GOAL:**

To provide effective communication between parents and/or students and District personnel by performing verbal interpretations and translations, as well as other responsibilities in a variety of situations, and by providing information to students, parents and community members in their native language. To assist parents and students who are not proficient in the use of the English language in understanding the assessment, registration, and placement process and to complete correctly all required forms prior to entering the Broward County School System.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Bilingual ~~Intake/~~ Interpreter/Facilitator shall carry out the performance responsibilities listed below:**

- ~~receive parent and student clients as they arrive for appointments, assign or guide them to waiting area and explain to them the assessment and registration process.~~
- Assist students and parents, in their native language, with understanding the procedures of the School District, the assessment process and in completing required forms.
- ~~review all records and information provided by the clients, such as health and birth certificates, school records, etc., and determine if the documentation is proper and sufficient to be able to complete the registration.~~
- Inform parents, in their native language, of services provided by Broward County Public Schools.
- ~~determine which school or center the student should be assigned in conformance with the student's home address and the school district's boundary chart.~~
- ~~inform parents of the required school based eligibility and application process to receive free and reduced lunch.~~
- Maintain the confidentiality of student information in compliance with School Board policy regarding individual student performance.
- ~~advise the client of their legal rights, services provided by the district and/or community according to observed needs, and the role of the ESOL District Advisory.~~
- Assess students for language proficiency and determine their language acquisition level at schools, evaluation centers and other identified locations.
- Translate and/or interpret transcripts or school records from foreign countries and with assistance from supervisor/school and/or guidance counselor as necessary to determine the student's proper grade level placement.
- ~~verify that all required registration forms are completed, forward them to the assigned school or center, and retain documentation needed by the Assessment/Registration Center.~~
- Assist with instructional support of newly arrived, non-English speaking students.
- ~~answer phone, converse with those requesting information, explain procedures and set appointments for service.~~
- Interpret/translate from English to target language and from target language to English for parents, teachers, students, school administrators, school employees and agency employees during Individual Educational Plan meetings for students with various exceptionalities.
- ~~prepare forms, utilizing bilingual language skills.~~
- Interact interact effectively with the general public, staff members, students, teachers, parents, and administrators by using tact, and good judgment and by showing sensitivity to diversity.
- ~~assess students for language proficiency and determine the language classification at the Assessment/Registration Center, schools and/or other identified location.~~

- Interpret/translate from English to target language and from target language to English for school personnel, parents and agency representatives during Due Process meetings and Parent-Teacher conferences.
- ~~translate/interpret at School Board meetings, school staffing's, conferences, meetings, functions, boundary hearings, etc. during, before and/or after office hours.~~
- Interpret/translate from English to target language and from target language to English at a variety of functions (i.e. meetings, workshops, conferences, special events, etc.) before, during, or after hours.
- ~~translate/interpret at schools for Speech and Language Test, Articulation, Psychological, Audiological, Developmental, Academic and Intellectual Screening and/or assessment.~~
- Interpret/translate from English to target language and from target language to English for parents, teachers, students and evaluators during psychological, intellectual, developmental, audiological, language and speech evaluations.
- ~~travel to schools and/or agencies to provide needed services.~~
- ~~contact school and district personnel and also non-district personnel to provide and request information.~~
- Contact school, parents, district personnel and non-district personnel to request and provide information.
- Perform ~~perform~~ record keeping duties and input assessment data as necessary.
- ~~Input Assessment/Registration Center data on the department's database.~~
- ~~Assist in creating reports under general supervision, prepare the reports and compile data.~~
- ~~Check for accuracy and completeness of routine material.~~
- ~~Distribute routine incoming mail; sort and stamp outgoing correspondence; address envelopes and packages; prepare printed matter and other material for mailing/filing.~~
- ~~Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc. as well as equipment developed or advanced from future technology as required by the job.~~
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in the in training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the assignments.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities responsibility.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~federal~~ Federal and state State laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by immediate supervisor or designee, the Specialist, Foreign/Limited English Proficient Student Assessment Center or designee OR assigned school-based administrator.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of two (2) years of experience performing Bilingual interpretation/translation.
- Experience working with others in a variety of circumstances and to adapt and relate to individuals and groups of students with various levels of physical, mental and/or behavioral limitations.
- Knowledgeable in the use of translation equipment.
- Bilingual skills, including the ability to speak, read, and write English and the language representative of the targeted English Language Learners (ELL) population.
- Computer skills as required for the position.
- ~~One (1) year of successful work experience required.~~
- ~~Must demonstrate proficiency in translating/interpreting to and from English and Spanish/Creole or other language as needed.~~
- ~~Must be able to utilize empathy and sensitivity when interacting with multicultural clients.~~
- ~~Ability to work flexible hours.~~

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Completion of an interpreter Training Program.
- One (1) year of experience working in the field of interpretation with work experience within an educational or related setting.
- Proficient in Microsoft Office (Word, Excel, Power Point).
- ~~Exposure to the registration process of The School Board of Broward County, Florida preferred.~~
- Bilingual skills preferred.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Work with parents, ~~and~~ students, or stakeholders who are not proficient in the use of the English language in understanding information presented regarding the student's education within Broward County Public Schools, the assessment, registration, and placement process and to complete correctly all required forms prior to entering the Broward County School System.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. Significant travel between work locations is required including schools, centers, homes, and other locations within the community. Significant travel between work locations is required including schools, centers, homes, and other locations within the community.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 8/20/91 &  
 Adopted: 9/17/91  
 Revised: 11/17/92 &  
 Adopted: 12/1/92  
 Revised: 8/15/95 &  
 Adopted: 9/5/95  
 Board Adopted: 12/16/03  
 Board Adopted: 6/1/04  
 Board Adopted: 12/7/04  
 Board Adopted: 4/18/06  
 Revised: 7/17/06