

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Classified**

Job Title: Bilingual Liaison - Vietnamese - Early Intervention/Early Childhood Special Education

Schedule: 7 hours per day / 12 months per year / 185 day calendar

**POSITION PURPOSE**

Performs secretarial/translation and interpretation services between EI/ECSE staff and the non-English speaking community (children and parents) in school related activities and meetings which, depending on specific assignments, may include duties such as preparation of correspondence, forms and reports, including interpreting and exact written translations of documents.

**NATURE AND SCOPE OF RESPONSIBILITIES**

- Facilitate communication for students and parents of the non-English speaking community in classrooms, community school settings, and school related meetings
- Provide exact interpreting between: the EI/ECSE staff, the non-English speaking community, children and parents in school-related activities and meetings. The interpreter will also be called upon to provide exact written translations
- Uses office machines such as a computer terminal, typewriter, word processor, adding machine, photocopier, telephone or other standard office equipment
- Provide exact verbal translations for all aspects of the EI/ECSE program: intake/evaluation, IFSP meetings, and classroom settings (such as toddler groups, speech therapy groups, Head Start classrooms, community preschools and self-contained preschools)
- Provide exact written translations of all EI/ECSE materials and forms including but not limited to: evaluation reports, IFSP's placement forms, bus information, and newsletters
- Establishes, maintains, and updates files, lists, records, and logs on computerized and manual record keeping systems; access, retrieves, verifies and inputs data specific to area of assignment; searches files and records for readily identifiable information as directed
- Greets and assists the parents, students, public, staff, and/or other agencies by phone or in person and provides interpretations/translation of information or makes appropriate referrals
- Provides assistance with meetings by preparing presentation materials, reserving meeting sites, making arrangements for food services, preparing the agenda, and notifying the appropriate people. Also maintains pertinent records and performs follow-up assignments
- Maintains an appointment calendar for supervisors, staff, and students, schedules appointments and meetings, and assists in day-to-day planning
- Travels from site to site as assigned and/or requested by supervisor
- Provides back-up support to other clerical positions and the office in case of absence or work overload. This may include performance of designated duties assigned to supervisory personnel
- Attends program and/or department staff meetings
- Performs other duties, as assigned

**QUALIFICATIONS**

- High School diploma, or G.E.D., possess understanding of children, birth through five years old with disabilities, and must be fluent in Vietnamese to service as a translator/interpreter from English to Vietnamese and vice versa, or any combination of education and experience which would provide the applicant with the skills, knowledge and ability required to perform the job
- Working knowledge of departmental, program, and/or MECP functions and procedures
- Ability to communicate effectively with other employees and the general public using tact, courtesy, and good judgment and to provide communications to and from parents regarding cancellations, problems with bussing, requests for information, and all other normal communication relating to the program
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization

- Ability to draft and prepare reports, correspondence, and records, using accurate business English and Vietnamese, composition, spelling, grammar, and punctuation
- Ability to establish and maintain filing and record keeping system
- Ability to work with high degree of accuracy and attention to detail to meet deadlines to provide prompt replies to staff after receiving either written or verbal communications from parents (and vice versa), and provide follow-through with requests made by parents and staff with very little direction
- Ability to understand and execute oral and written instructions, policies, and procedures and translate and serve as interpreter from English and Vietnamese and vice versa
- Ability to operate standard office equipment such as typewriter, microcomputer, telephones, transcriber, calculator, and photocopier
- Ability to learn and understand the requirements of the special education laws in order to effectively translate for staff and parents
- Must have a valid driver's license and vehicle available for on-the-job use

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with occasional lifting and carrying of up to 50 pounds. Ability to move freely around the office, make frequent trips from a desk to the counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual candidate preferred.

**David Douglas School District Drug Testing and Criminal Background Check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test, criminal background check and fingerprinting. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

***I have reviewed the enclosed job description and certify that I am able to perform the essential functions of the work with (our without) accommodations.***

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***Print Name***

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***Signature***

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***Date***