



Job Title

Language Interpreter

Location

Early Childhood Home Visits Throughout the Ed District

Reports To

ECSE Coordinator or Director of Special Education

Job Summary

The Interpreter facilitates effective communication between students and families who speak multiple language, teachers, and staff. This position supports equal access to instruction, activities, and services in accordance with the student's Individualized Family Support Plan (IFSP), federal law, and district policies.

Primary Responsibilities

- Provide accurate and impartial language interpretation of communication between families and providers.
- Interpret paperwork, home visits, and handouts provided to the families.
- Voice interpret communication from students to staff and parents when appropriate
- Support families and students understanding while maintaining appropriate professional boundaries
- Collaborate with teachers, special education staff, and related service providers to support student access
- Maintain confidentiality of student information in accordance with FERPA and district policy
- Follow the student's IFSP and support accommodations as outlined
- Call or send messages to the families to setup or confirm appointments.
- Assist with the intake process and developmental history (via phone or face to face)
- Use appropriate professional judgment regarding student safety and communication access

- Participate in staff meetings, IFSP meetings, and professional development as required

Required Qualifications

- Demonstrated experience interpreting in an educational setting preferred
- Ability to work effectively with families and students of varying ages and needs
- Strong interpersonal, organizational, and communication skills

Preferred Qualifications

- Knowledge of special education law and IFSP processes and ability to learn.

Physical and Work Demands

- Ability to sit or stand for extended periods
- Ability to focus visually and mentally for sustained periods
- Regular attendance and punctuality are required
- Ability to get from site to site independently and on time.
- Ability to climb a flight of stairs

Terms of Employment

- Flexible hours occasionally beyond typical work day
- Work schedule aligned with the school calendar
- Salary and benefits determined by district policy and applicable collective bargaining agreements
- Would consider independent contractor for position

Equal Opportunity Statement

The school district is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or any other protected status.