Independent School District 518
Worthington public schools
Job Description

SECTION I: GENERAL INFORMATION

Position Title: On-call Interpreter	**Department:** Community Education
Immediate Supervisor's Position Title: Family & Community Liaison Coordinator	**FLSA Status:** Non-Exempt
Job Summary: The On-call Interpreter will provide consecutive interpreting in District 518 for school conferences and other events as arranged. Bilingual/Multilingual skills are required. This is a casual, part-time position; it does not have any regularly scheduled hours. Interpreters are paid an hourly wage for their time.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide consecutive interpreting between English and a target language for school related purposes.
- Interpret information accurately and effectively.
- Follow the ethics of interpreting and expectations provided by District 518 during orientation.
- Practice confidentiality and discretion related to all information shared during interpreting appointments/meetings during and after employment by Worthington Public Schools (ISD 518).
- Communicate any schedule changes to the school/building contact person in advance.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (Choose one)				**DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)**
	less than high school diploma			.
X	**High school diploma or GED.**			**Major field of study or degree emphasis:**
	1 year college		**2 years college**	
	3 years college		**4 years college**	

	1st year graduate level	
	2nd year graduate level	
	Doctorate level	
Required Work Experience in Addition to Formal Education/Training: Bilingual skills.		
LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:**	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	• Ability to understand and speak in English • Fluent in at least one language other than English • Patience when working with the public • Ability to follow directions well • Basic reading skills • Valid driver's license and have personal transportation

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	**# of Employees**
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total: 0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** .

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**

Stand		x		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light work in a classroom or office setting.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.