

Family Language Access Facilitator

The Family Language Access Facilitator is directly responsible to the Compliance Coordinator, and is responsible for communication between the schools and families who speak a language other than English. The service will support families with access to educational services, including but not limited to the registration process, correspondence from the school, and disciplinary actions. The position will serve all grades K-12. The Facilitator must be able to perform tasks involving prolonged periods of standing, walking, and sitting. Vision, hearing, and verbal communication are essential factors in performing required tasks.

The Family Language Access Facilitator shall:

1. Work cooperatively with school personnel to accomplish the goals and objectives of the system
2. Translate documents into desired language (Spanish) in a timely manner, read original material and rewrite it in Spanish and ensure that the meaning of the text is retained
3. Maintain contacts with agencies to obtain translation and interpretive services for languages other than Spanish in a timely manner
4. Reach out to parents who speak a language other than English in understanding school procedures, policies, standards and expectations
5. Manage Migrant Program for Henry County Schools
6. Communicate with parents through conferencing and progress reporting, as needed
7. Translate for parents, as needed, during the registration process to enroll students in school
8. Assist parents to understand documents sent home from school and the implication for their children
9. Attend school open houses and registration nights, as needed
10. Participate in professional learning and other assigned training to improve academic instruction and learning
11. Communicate student related information effectively in oral and written expression
12. Translate at student disciplinary hearings, as needed
13. Provide schools with a grammatically correct, well-expressed final version of the translated text (student handbooks, newsletters, and parent letters)
14. Maintain a central database of translated documents for school personnel
15. Maintain a district level report of families currently served and provide a monthly updates to the Compliance Coordinator
16. Create and maintain a procedural manual for interpretive services
17. Maintain the confidentiality of records and information regarding students, parents, and teachers
18. Abide by the Georgia Professional Standards Code of Ethics for Educators
19. Abide by the American Translators Association Code of Ethics and Professional Practice
20. Perform all other duties and responsibilities as assigned

Qualifications:

- 1.) Bachelor's degree preferred but not required; Spanish content degree or American Translators Association Certification (CT), preferred
- 2.) At least one year successful experience in a position requiring interpreting skills
- 3.) Can demonstrate both oral and written communication in the desired language (Spanish)
- 4.) High integrity, excellent character, and good professional reputation.
- 5.) Ability to work well with staff and the public; ability to respond to inquiries or complaints from staff members, agencies, or members of the community required.
- 6.) Ability to define problems, collect data, establish facts, and draw valid conclusions required.
- 7.) Ability to be regularly, predictably, and reliably at work.

Signature

Date

FLSA Status: Non-Exempt