

REPORTS TO: ESL Administrators

POSITION PURPOSE:

Performs a variety of tasks assisting in the development of the English as a Second Language (ESL) Program by working with ESL students and families, the ESL staff, and mainstream teachers and students. Provides oral interpretation services and limited general written translations for district/school-wide programs and activities.

DISTINGUISHING CHARACTERISTICS:

The BRF I differs from the BRF II in that the position focuses on providing oral translations, while positions assigned to the second level in the series are required to provide a wide variety of frequently complex written translations.

NATURE & SCOPE:

Performs work of a variable nature in accordance with established procedures and guidelines under general supervision.

ESSENTIAL JOB FUNCTIONS:

1. Enrolls, identifies, and assesses English Language Learners, Indian Education Project, and Migratory students for eligibility, English language proficiency, and school enrollment.
2. Performs interpretation functions for schools and district community outreach, parent involvement, and family assistance.
3. Functions as part of the Individual Education Plan teams in collaboration with Special Education Department to communicate and inform families whose primary language is other than English.
4. Functions as part of the district assessment team to assist schools with statewide assessment (TESA), identification and progress monitoring assessment (LAS), and English Language Proficiency Assessment (ELPA).
5. Assists school counselors, administrators, teachers, families and students in implementing district policies, federal and State regulations, health related regulations, and student discipline guidelines.
6. Provides support for Program Facilitators to implement programs and initiatives in professional development and program monitoring.
7. Provides support in the District implementation of native language and foreign language education, global literatures, options programs and other alternative programs.
8. Maintains records and prepares reports related to the work.

OTHER JOB FUNCTIONS

9. Provides back-up support to other staff.
10. Performs other related duties as assign

WORKING CONDITIONS:

Work is primarily performed indoors, but requires some travel. Some lifting may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and methods related to ESL programs, or ability to obtain within a reasonable amount of time.
- Knowledge of effective methods and practices related to informational and instructional materials development.

- Knowledge of non-English speaking cultures and languages.
- Ability to communicate effectively with other employees, non-English and English speaking students, and parents using tact, courtesy and good judgment.
- Ability to speak, understand, read and write in English.
- Ability to read, speak and write effectively and to communicate professional expressions between languages, which are structurally, grammatically, and idiomatically correct. Ability to interpret nuances of languages.
- Ability to establish and maintain effective working relationships with students, parents, teachers and other employees.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to prepare and develop effective information.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to operate standard office equipment; ability to operate a keyboard in both languages.
- Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE

High school diploma, or G.E.D., and one years—experience as oral interpreter, preferably in a school environment. A two-year relevant degree is preferred; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Requires fluent oral language proficiency in English and other language(s) and possession of a valid Oregon State driver's license.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload._

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.