

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
JOB DESCRIPTION

POSITION TITLE:

**Translator / Interpreter**

DEPARTMENT/PROGRAM AREA: As Assigned

IMMEDIATE SUPERVISOR: Director of Assigned Department

I. QUALIFICATIONS:

1. Bilingual and biliterate in Spanish and English
2. High school graduate
3. Ability to get along with people
4. Good communication skills

II. MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide oral and written translations for migrant students and their families and for school and BOCES personnel.
2. Assist in school registration, filling out forms, parent-teacher conferences and staffings when non-English speaking families are involved.
3. Provide translation for schools and BOCES of written communication items to be sent home to non-English speaking families.
4. Act as an advocate for migrant families in the school system and in the community at large.
5. Make home visits to migrant children and their families as requested by school or BOCES personnel.
6. Be a member of the local interagency committee serving migrant families, and attend the Migrant Parent Advisory Council meetings.
7. Develop and maintain a brochure in Spanish and English listing current services available in the area and disseminate this information to migrant children and their families.
8. Submit monthly reports detailing the number and type of services

III. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures. The evaluation instrument used for this position is attached.

IV. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined annually by the San Luis Valley BOCES' Board of

Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

- V. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date