

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Substitute Interpreter / Translator (Spanish) Position Description

LOCATION: Various Schools

JOB CATEGORY: Part Time

PAY GRADE: Substitute Scale – Clerical

FSLA: Non-Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs responsible work providing oral interpretation and written translation services to support communication between Warren County Public Schools (WCPS), students, families, and staff whose primary language is Spanish. Work involves facilitating effective communication during meetings, conferences, school events, telephone conversations, and other educational activities, as well as translating written documents as assigned.

Employees in this classification work on an as-needed basis and are not guaranteed a minimum number of hours. Work is performed under the general supervision of the Director of Human Resources or designee and is evaluated through observation, feedback from stakeholders, quality and accuracy of interpretation and translation services, and adherence to division policies and procedures.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides accurate oral interpretation services between English and Spanish for students, parents, guardians, staff, and community members.
- Interprets during parent-teacher conferences, Individualized Education Program (IEP) meetings, eligibility meetings, disciplinary meetings, enrollment appointments, school events, and other division-related activities.
- Translates written documents, forms, correspondence, notices, and educational materials from English to Spanish and Spanish to English as assigned.
- Maintains confidentiality of all student, personnel, and division information in accordance with applicable laws, regulations, and WCPS policies.
- Communicates information accurately, impartially, and professionally without adding, omitting, or altering content.
- Assists schools and departments in supporting multilingual families and ensuring equitable access to educational information and services.

- Responds to interpretation and translation requests in a timely manner.
- Maintains records of assignments and services provided as required.
- Demonstrates cultural sensitivity and professionalism when interacting with diverse populations.
- Attends required training sessions and meetings.
- Complies with all WCPS policies, procedures, and applicable federal and state regulations.
- Performs other duties as assigned by the Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English and Spanish grammar, vocabulary, pronunciation, and usage. Thorough knowledge of interpretation and translation principles, practices, and ethics. Ability to communicate effectively and accurately in both English and Spanish. Ability to interpret oral communications in real time and translate written materials while preserving meaning and intent. Ability to establish and maintain effective working relationships with students, families, staff, and community members. Ability to maintain confidentiality and exercise sound judgment in sensitive situations. Ability to organize work, manage multiple assignments, and meet deadlines. Proficiency in the use of standard office technology, including computers, email, and word processing software.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Associate's degree or higher in Spanish, Translation, Interpretation, Education, Communications, or a related field preferred. Experience providing interpretation or translation services in educational, governmental, healthcare, community, or related settings is preferred. An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered.

SPECIAL REQUIREMENTS

Must demonstrate professional proficiency in both English and Spanish. Candidates must successfully complete an approved Oral Proficiency Interview (OPI) assessment and achieve a rating established by WCPS prior to employment and/or assignment as an interpreter/translator. Ability to travel between school locations and division facilities as needed. Possession of a valid Virginia driver's license or the ability to provide independent transportation to assigned work locations may be required. Must satisfy all employment requirements established by Warren County Public Schools, including criminal background checks and other screenings required by law and School Board policy.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are performed in office, classroom, meeting, and school-related environments. Work may require frequent sitting, standing, walking, reaching, bending, and moving between locations throughout the workday.

Vocal communication is required to express and exchange ideas clearly and accurately in English and Spanish. Hearing is required to receive and interpret spoken information at normal conversational levels and in group settings. Visual acuity is required for preparing, reviewing, and translating written documents; operating computers and other office equipment; and

observing meetings and activities.

The employee must be able to operate standard office equipment, including computers, telephones, printers, and audiovisual equipment. Work may occasionally require lifting, carrying, or moving materials weighing up to approximately 25 pounds.

The employee is subject primarily to indoor environmental conditions with occasional exposure to outdoor conditions while traveling between facilities or assisting with school events.

EVALUATION

Performance will be evaluated by the School Administrator(s) in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.