

Qualified IEP Interpreter



LEYDEN
HIGH SCHOOL DISTRICT 212

Interpreter/Bilingual Aide (English-Spanish)

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	East and West Leyden
Terms of Employment:	10-Month Year
Wages:	According to the Leyden Support Council Contract
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Director of Multilingual Services and Multilingual Services Department Chair

Qualifications:

- Must meet the current ELS (PARA) License or Professional Educator License.
- Must meet the state requirements as outlined by the Illinois State Board of Education for a Qualified Interpreter.
- Educational background commensurate with that of the students (as a minimum) and valid certifications as indicated above.
- Bilingual (English-Spanish) speaking and writing skills required.
- Must have Qualified IEP Interpreters (TQII) certification within year of employment.

Essential Job Functions:

- Fluent in speaking, reading, and writing Spanish and English.
- Skilled in spoken translation and written materials accurately between English and Spanish.
- Effective tutoring skills; knowledge of math and science concepts preferred.
- Strong interpersonal skills; able to collaborate respectfully with students and staff.
- Able to identify and communicate student needs to the Director and Chairperson of Multilingual Services.

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- Demonstrates maturity, interest, and commitment to supporting program students.
- Experience in cross-cultural settings with the ability to relate to diverse student backgrounds.
- Proficient in Google applications and other relevant software programs or technologies.
- Reliable and punctual, with the ability to meet daily attendance requirements.
- Attentive to the safety and security of students, staff, and school property.
- Maintains confidentiality regarding all student and staff records, concerns, and disciplinary matters.

Performance Responsibilities

- Provide written and oral translation and interpretation services for students, staff, and parents across the district, as needed.
- Tutor students in all subject areas individually or in small groups to support academic success.
- Support English language development by helping students expand their speaking and listening vocabulary throughout the school year.
- Assist students with understanding classroom directions and assignments in mainstream and MLL settings.
- Collaborate with teachers, the Director of Multilingual Services, and the Department Chair to assess student progress and communicate factors that may impact achievement.
- Maintain regular communication with parents/guardians regarding student progress in the program.
- Support students in transitioning into the program and accessing district resources and services.
- Assist with the preparation and translation of instructional materials and assessments. Aid in interpreting and verifying student transcripts in coordination with the Director, Department Chair, or school counselor.
- Answer and place phone calls as needed to support student services and communication.
- Support general program operations, including data collection, student evaluation, and administration of the Home Language Survey.
- Perform other duties as assigned by the Director of Multilingual Services, Department Chair, school administrator, or Educational Support Personnel Supervisor.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to

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bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised:06/04/2025

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