



Mission Statement

“It is the mission of the Schools in Williamsville and Sherman to challenge and inspire every student to actively take part in a lifetime quest of knowledge and development of integrity to reach their potential as productive members of society.”

Williamsville CUSD #15

Vacancy Posting

Position Title: Educational Interpreter – Korean Language

Department: WJHS 5th Grade

Location: Williamsville Junior High School

Reports to: Principal

FLSA Class: Non-Exempt

Application Deadline: September 26, 2018 with an immediate start date

SUMMARY

The educational interpreter’s primary function is to facilitate communication among ELL (English Language Learners) students who struggle with speaking, writing, and understanding the English language and their peers, the classroom teacher and other personnel in the school system. The educational interpreter provides interpreting and support services to ELL students that are educated in the school district.

DUTIES

1. Discuss assigned duties with classroom teachers to coordinate instructional efforts.
2. Assist administration in implementing all policies and rules governing student life and conduct; and maintains order in area(s) supervised in a fair and just manner.
3. Possess the ability to write, read, and speak legibly and clearly in the requested language and English.
4. Assist in the articulation between ELL students and the faculty.
5. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
6. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
7. Maintain a high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
8. Accompany students around the building as necessary.
9. Assist with communication on paper or technology so that the teacher may devote maximum attention to teaching.
10. Under the supervision of the teacher, works with small groups of or individual students to reinforce materials initially introduced by the teacher.
11. Demonstrate effective planning and organization in execution of job functions.

12. Provide interpreting for school functions outside of the classroom, extracurricular activities, and parent meetings when requested in advance.
13. Monitor and identify if there is a concern regarding any student and discuss with Administration.
14. Work with the English Language Arts teacher, to best support students according to their identified language deficit areas.
15. At times, when it does not interfere with their service as interpreters, educational interpreters may be asked to assist the teacher with some of the more routine classroom duties.
16. Use any scheduled preparation time (comparable to teacher preparation time) to preview materials, conference with teachers, record data in logs, research signs, etc.
17. Assist the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment and perform other teacher aide duties as may be assigned by the classroom teacher, administration, or Board of Education.

PREFERRED QUALIFICATIONS

1. Must pass a formal state or local academic assessment, knowledge of, and the ability to assist in the instruction of reading, writing, and mathematics in the requested language and English
2. Associate degree from a regionally accredited institution of higher education; completed 60 semester hours of college credit at a regionally accredited institution of higher education; passed the ETS Para Professional assessment; or passed the applicable ACT WorkKeys assessments
3. Must be at least 20 years of age
4. Must pass a background check
5. Must have a valid driver's license and transportation
6. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators, and the public
7. Enforce school regulations and policies in a professional manner
8. Ability to maintain good working relationships with fellow employees and pupils.
9. Must be able to lift and carry up to 50 lbs.
10. Requires employee to have the ability to push/pull up to 10 lbs.
11. Must be detailed oriented

SCHEDULING AND HOURLY RATE

Working hours will be flexible and determined on an as need basis. The schedule is subject to change with district demands. Hourly rate will be determined with level of experience.

Interested applicants should submit a letter of application, resume with references, and a signed completed copy of the [WCUSD#15 Formal Application](#). All information should be emailed to Mr. Clay Shoufler, WJHS Principal shoufler@wcusd15.org. Please contact Mr. Shoufler with additional questions (217) 566-3600.