

NOTICE OF VACANCY

DATE: January 14, 2025

TITLE OF VACANCY: Language Interpreter - Arabic (One Year Only)

LOCATION: Various

DAYS PER YEAR: As Needed

HOURS: As Needed with a Minimum of 1 Hour

REQUIREMENTS/QUALIFICATIONS:

Language Proficiency

- **Fluency in Both Languages:** A language interpreter must be fluent in at least two languages—usually English and the target language(s) spoken by the students or their families. This includes speaking, reading, and writing proficiency.
- **Cultural Competence:** A strong understanding of the cultural nuances and contexts of both languages to ensure accurate and sensitive communication, especially in diverse school environments.

Educational Requirements

- High School Diploma or GED
- Bachelor's Degree (Preferred)
- Qualified Interpreter Training (Preferred)

Skills and Attributes

- **Active Listening and Attention to Detail:** Interpreters must be able to listen attentively and interpret accurately in real-time.
- **Communication Skills:** Beyond language proficiency, an interpreter must be able to convey messages clearly and in an appropriate tone, adapting to the age and context of the students.
- **Confidentiality:** Interpreters must be able to handle sensitive information with discretion and maintain confidentiality in accordance with school policies and laws (such as FERPA in the U.S.).
- **Cultural Sensitivity:** Schools often serve diverse populations, so an interpreter must be able to bridge cultural gaps while maintaining respect and neutrality.

Knowledge of Educational Terminology

- Interpreters working in schools should have an understanding of educational terminology and the specific language used in school settings. This includes terms related to academic subjects, school policies, IEPs (Individualized Education Plans), and student services.
- Specialized knowledge may be required for interpreting in subjects like special education, behavioral interventions, or health services.

Conclusion:

To become a language interpreter in Springfield Public Schools #186, you should ensure proficiency in at least two languages, pursue relevant certifications and training, and gain experience working in educational environments. Staying up to date with best practices and maintaining professionalism, confidentiality, and cultural sensitivity are essential for success in this role.

SPECIFIC RESPONSIBILITIES:

1. Assist with Parent/Teacher conferences
2. Make home calls to parents as needed
3. Assist with school meetings with Arabic speaking families
4. Other duties as assigned

APPLICATION DEADLINE:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SELECTION PROCESS: Application and Interview

HOW TO APPLY:

Go to [Human Resources](#) on the District Website, click on classified vacancies and follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006

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