

NOTICE OF VACANCY

DATE: October 27, 2023

TITLE OF VACANCY: Vietnamese Interpreter (One Year Only)

LOCATION: Student Support Services - Graham

DAYS PER YEAR: As Needed

HOURS: As Needed with a Minimum of 1 Hour

REQUIREMENTS/QUALIFICATIONS:

1. Fluent in Vietnamese and English
2. Keep track of meeting times and ability to drive to meetings
3. Work cooperatively with parents and school personal

SPECIFIC RESPONSIBILITIES:

1. Assist with Parent/Teacher conferences
2. Make home calls to parents as needed
3. Assist with school meetings with Vietnamese speaking families

APPLICATION DEADLINE:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY:

\$29.45 per hour/1hour minimum (Year 1 23-24)

SELECTION PROCESS: Application and Interview

HOW TO APPLY: Go to [Human Resources](#) on the District website and click on classified vacancies, 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