

NOTICE OF VACANCY

DATE: September 6, 2024

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:

\$30.65 per hour/1hour minimum (Year 1 24-25)

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