

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **May 29, 2020**

POSITION: Language Interpreter (Arabic) Part-Time / Temporary

RESPONSIBILITIES:

- Provide understanding between school, student and parent in all areas of the educational process, including but not limited to, Superintendent's Hearings, Principal's meetings, Team meetings, Parent-Teacher conferences, CSE and CPSE meetings and annual review evaluations
- Assist students and parents (especially in the initial stages) to avail themselves of services provided by the County, such as counseling, medical, psychiatric, diversion and probation
- Clarifies school records, health records, psychological evaluations and identify records, including verifying the legal status of students enrolled in the District by checking the address, working phone numbers, valid immigration documents and making phone calls to agencies both local and abroad.
- Provides legal renderings and evaluations of documents, i.e., in English for the District and/or in the foreign language when requested by the family
- Requires initiation of parent contacts, arrange for meetings, follow-up reminders, home visits which might necessitate working evenings, weekends and off-school hours
- Any other responsibilities as deemed necessary by the Building Principal

ASSIGNMENT: District

REQUIREMENTS: Fluent in Arabic; must be available during the school day, flexible and able to work some off-school hours

EFFECTIVE DATE: July 1, 2020 – June 30, 2021

SALARY: \$32.00 per hour up to \$12,000.00 for the school year

CLOSING DATE: **June 5, 2020**

Please e-mail letter of interest, updated resume and list of (4) references
humanresources@troycsd.org

In accordance with SAVE Legislation
fingerprint supported criminal background check required for selected applicant.

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.