

## Special Education Interpreter/Translator Secretary

### Purpose Statement

The job of Special Education Interpreter/Translator Secretary is done for the purpose/s of providing administrative and secretarial support to the Director and Special Education department staff; ensuring compliance of Department records with financial, legal and administrative requirements; and monitoring assigned projects and/or program components.

This job is distinguished from similar jobs by the following characteristics: WA State DSHS Interpreter/translator certification required. Minimum of 2 years experience with the job essential functions. This job reports to Director of Special Programs

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**Application Due:** In district applicants February 8, 2019; out of district February 15, 2019; open until filled

**Anticipated Hire:**

**Salary Range:** \$15.83 to \$18.68      **Working Days:** 5      **Hours Per Day:** 8

**Position Location:** District Office

### Application Procedure

In district applicants must submit letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to [fledesma@gsd200.org](mailto:fledesma@gsd200.org). Out of district applicants must apply using our online job application system FastTrack. FastTrack can be accessed through our website [www.gsd200.org](http://www.gsd200.org) / Employment. Once you have created an account and submitted an application, you will be able to return to your account at any time to check your application status, edit existing application, retrieve messages regarding existing application, and more.

### Selection Process

Two or more years of experience with data entry and experience with Skyward system, A.A. degree preferred, bilingual required. DSHS Interpreter/Translator certificate required or must obtain within 90 days of employment. PSE bargained position.

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**For more information contact:** Faviola Ledesma      Reference Control Number: 02/01/19  
Phone: 509-882-8500      Fax: 509-882-2029  
Email: [fledesma@gsd200.org](mailto:fledesma@gsd200.org)

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### Essential Functions

- Accompanies staff on home visits to provide interpretation services, deliver materials, obtain parent signatures, set up appointments (e.g. when it is not possible to contact parents by telephone, and/or meet with parents for special education meetings when the parents cannot make it to the building site, etc.) for the purpose of assisting with communication and documentation of actions and plans.
- Assists in the administration of academic, communication and psychological tests to Spanish-speaking students for the purpose of enhancing their participation.
- Communicates with agencies to gather and exchange student information and outside records as needed for the purpose of facilitating the sharing of information.
- Compiles data from a variety of sources (e.g. citizen complaints, purchase orders, invoices, etc.) for the purpose of complying with financial, legal and/or administrative requirements.

- Coordinates a variety of programs and/or activities (e.g. meetings/training for staff/parents, transfers of incoming students special education documents, hearings, appointment, legal proceedings for director, etc.) for the purpose of delivering services in compliance with established guidelines.
- Informs personnel regarding various procedures and regulations for the purpose of ensuring compliance with defined requirements and federal/state statutes.
- Maintains a wide variety of documents, files and records (e.g. confidential student information, second language proficiency, requisitions, purchases, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Oversees the maintenance and transmittal of electronic and hard-copy records for students served by the Special Education Department including students identified under Section 504 of the federal Rehabilitation Act of 1973 as amended for the purpose of complying with requirements and enhancing communication between parties.
- Prepares a wide variety of reports, documents and correspondence (e.g. population counts, state and federally mandated reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. new referrals, requests for student records, closed files, etc.) for the purpose of disseminating information to appropriate parties.
- Produces written translation of special education forms, documents and other written communications to parents and students for the purpose of assuring clear communication among the parties.
- Researches a variety of topics for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information and/or facilitating communication among parties.
- Schedules appointments and prepares corresponding paperwork for psychologists, specialists and special education teachers with Spanish-speaking parents for the purpose of facilitating their communication.
- Serves as English-Spanish and Spanish-English interpreter for meetings with parents, students and staff for the purpose of assuring clear communication among participants.
- Supports assigned Administrator(s) and/or department staff for the purpose of providing assistance with administrative functions.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Minimum of 2 years experience with the job essential functions.

#### **Required Testing:**

Pre-employment Proficiency Test

#### **Certificates and Licenses**

WA State DSHS Interpreter/Translator  
Certificate  
Valid Driver's License

#### **Continuing Educ. / Training:**

None Specified

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

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***The following policies have been adopted and are reflected in our employment practices:***

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, [smdifalco@gsd200.org](mailto:smdifalco@gsd200.org).