

Language Access Specialist

*This position opens on **October 19, 2021** and closes **November 1, 2021**.*

DESCRIPTION

Under the direction of the Coordinator of Student Access and Achievement, the Language Access Specialist provides leadership, training, and supervision of language interpreters and translators. The Language Access Specialist oversees the document translation process to provide language access to parents and families with limited English proficiency.

ESSENTIAL POSITION RESPONSIBILITIES

- Provides leadership, training, and supervision of qualified language interpreters and translators to facilitate and provide language access to parents and families to ensure inclusion in their student(s) educational journey.
- Supervises the coordination of interpreters, translators, and other staff using web-based productivity, scheduling, and collaboration tools.
- Provides leadership in the fulfillment process of interpreting and translation requests, including priority requests for Spanish language to meet increased demand.
- Translates and reviews documents for accuracy and readability while maintaining the context and intent of communication for parents and families.
- Participates in continuous improvement processes to identify language access improvements and efficiencies in the Office of Student Access and Achievement.
- Provides technical assistance and customer service to HCPSS internal and external stakeholders and support for data reporting and analysis.
- Works collaboratively with Communications Office to ensure alignment of the Strategic Call to Action within the district in communicating with parents and families.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education and Experience:

- Bachelor's degree from an accredited university in education, foreign language, or a related field.
- Three (3) years of experience working with multilingual families within the United States.
- Two (2) years of experience interpreting, translating, and formatting documents in Spanish.
- Evidence of fluency in English and Spanish as demonstrated in oral and written communication.

PREFERRED QUALIFICATIONS

- Master's degree in education, foreign language, or a related field.
- American Translators Association Certification.
- American Council on the Teaching of Foreign Languages Language Proficiency Certificate.

Dr. Michael J. Martirano, Superintendent

- Five (5) years of successful interpreting, translating, and formatting in an educational agency and/or Prek-12 school setting.
- Two (2) years of successful interpreting, translating, and formatting documents in two or more languages (Spanish, Chinese, Korean, etc.).
- Two (2) years of experience collecting data regarding interpreting and translation efficiency and effectiveness for the end user.
- Knowledge and understanding of the practices, procedures, and documentation in a public preK-12 school system.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Non-Certificated Supervisory (NCS) unit. The current salary range for this position is \$95,000 - \$138,397. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, and educator certification documents) required to verify that you meet the minimum qualifications.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job

Dr. Michael J. Martirano, Superintendent

requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.