

**JEFFERSON COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

**ESL TRANSLATOR/TUTOR**

**Qualifications:**

1. Education: High School diploma or GED and a minimum of 48 college semester hours or pass Paraprofessional assessment.
2. Bilingual in English and Spanish-reading, writing, and speaking;
3. Strong communication skills.
4. Productive and efficient work habits.
5. Ability to work productively with students, parents, and staff.
6. Ability to perform the physically demanding aspects of the job.
7. Meets health and physical requirements.

**Essential Duties and Responsibilities**

1. Work with individual students or small groups of students to reinforce and improve English skills in reading, writing, listening, and speaking.
2. Administer and score basic diagnostic tests when recommended by the ESL (English as a Second Language) teacher.
3. Read aloud content area tests as a modification when needed.
4. Make copies of learning materials, tests, lesson plans, calendars, and related teaching materials.
5. Read to small groups of children and interpret intended teacher's learning objectives.
6. Monitor ELLs (English Language Learners) progress in their regular classrooms;
7. Assist ELLs to and from class if need be.
8. Assist teachers with Spanish speaking students.
9. Translate forms from the school and the teachers into Spanish.
10. Translate for students, teachers, parents, administrators, counselors, etc.
11. Translate as needed for outside agencies i.e. DCS (Dept. of Children's Services)
12. Perform related duties as required.