

Telephone: 906-863-5665



Intermediate School District

1201- 41st Avenue
Menominee MI 49858

[Http://mc-isd.org](http://mc-isd.org)

Fax: 906-863-7776

JOB POSTING

POSITION: **SPANISH INTERPRETER/TRANSLATOR**
(Part-Time, Hours will vary)

QUALIFICATIONS: Graduation from high school or equivalent. Demonstrated ability to speak, understand, read and write fluently in both English and Spanish; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience working within the school setting is preferred. State & Federal background checks.

SALARY: \$20.00/hourly rate

POSTED DATE: February 18, 2025

APPLICATION DEADLINE: March 3, 2025

Send application to:
Janene Salewsky – HR/Office Manager
Menominee County ISD, 1201 41st Avenue Menominee, Michigan 49858
careers@mc-isd.org

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.

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TITLE: SPANISH INTERPRETER / TRANSLATOR

QUALIFICATIONS: Graduation from high school and demonstrated ability to speak, understand, read and write fluently in both English and Spanish; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience working within the school setting is preferred.

REPORT TO: Classroom teacher, Program Principal/ Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Requires the ability to speak in Spanish and English to convey or exchange information.
Requires the ability to read a variety of correspondence, etc. in English and Spanish.
Requires the ability to write using standard conventions in English and Spanish.
Considerable knowledge of both the Spanish and English languages.
Skill in translating spoken words from English to Spanish and from Spanish to English at a normal speaking rate.
Ability to translate verbal messages to written documents and written documents to verbal messages in both Spanish and English.
Ability to adapt language based on the level of the student and parent.
Ability to establish and maintain effective working relationships as necessitated by work assignments.
Perform other duties as assigned

REQUIREMENTS:

Maintain confidentiality
Be flexible, willing to listen and make changes when needed
Possess valid driver's license; maintain all required training certifications/licensure
Regular and reliable attendance
Daily travel
Pass all required background checks
Ability to work independently and as part of a team
Ability to communicate effectively; excellent verbal and written skills
Ability to multitask and carry out duties as assigned
Ability to complete assigned tasks with or without direct supervision
Ability to integrate technology into everyday workflow
Ability to develop and maintain successful working relationships with students and school staff
Practice safe work habits
Adapt to frequent changes in work environment
Occasional irregular or extended work hours to meet multiple demands
Carry out the mission and values of the MC-isd

TERMS OF EMPLOYMENT: Hours of work are determined by each program and its location and the need for service. Wages and benefits as determined by Board action are outlined in the *Employment Guide for Part Time and Full Time employees*.

EVALUATION: Performance will be evaluated in accordance with Board Policy

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature

Date

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