



NOTICE OF VACANCY

Logan City School District
101 West Center
Logan, UT 84321

September 12, 2023

Translator:

Marshallese, Tigrinya, Karen, French and Spanish

Applications are now being accepted for Translator in the Logan City School District. The job of Translator was established for the purpose/s of providing support to the instructional program with specific responsibilities for translating a variety of documents and interpreting for functions and meetings; documents to/from target language primarily in support of the overall educational program. This job reports to Director of Teaching, Learning, and Assessment.

Work hours: Flexible, as needed, usually 1-2 hours at a time

Salary: \$21.91

Application Process

Deadline: Until filled

Please complete the Logan City School District Education Support Professional Application (available online at www.loganschools.org, Human Resources Department, Employment Opportunities)

All application materials must be submitted to Logan City School District Human Resources Office, 101 West Center Street, Logan, Utah, 84321. EMAIL: jill.ochsenbein@loganschools.org PHONE: (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Essential Functions

- Composes routine correspondence from brief instructions for the purpose of providing written documentation.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing an up-to-date reference trail.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Reads and rewrites material in a second language for the purpose of providing written materials following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Translates accurately and concisely documents and other materials from English to another language, and/or another language to English for the purpose of providing translation and interpretation for school and District-level functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resources Director at (435) 755-2300 for additional information or assistance.