

**Springfield Public Schools**  
**Bilingual Administrative Secretary/District Translator - Part Time (6 hpd) -**  
**Administration Building (18-19 C1018)**

**JOB POSTING**

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**Job Details**

*Title* **Bilingual Administrative Secretary/District Translator - Part Time (6 hpd) - Administration Building 18-19 C1018**

*Posting ID* **18-19 C1018**

*Description* Springfield Public Schools seeks outstanding candidates for the position of part time **Spanish Bilingual Administrative Secretary/District Translator at the Administration Building** (640 A Street). This position serves as a secretary performing mid-level secretarial, administrative and specialized clerical duties to support efficient operations of districtwide translation services and the Equity Cadre. This position works six (6) hours per day from 9:00 a.m. to 3:30 p.m., Monday through Friday, 12 months per year. Position may be subject to call back for translation needs associated with critical incidents or inclement weather translation support.

**Successful** candidates will possess the following qualifications that support our District vision "Every Student a Graduate Prepared for a Bright and Successful Future":

- Strong verbal and written communication skills in both English and Spanish
- Demonstrated ability to accurately and efficiently translate district communications, including occasional complex educational concepts, from English to Spanish
- Ability to manage multiple projects efficiently, accurately and independently
- Ability to maintain confidential information related to student records, correspondence and working relationships
- Computer experience with knowledge of MS Word, Excel; willingness to learn student system
- Ability to complete a high volume of computer work, using District computer programs, to input high volumes of data with speed and accuracy, including confidential data, in an environment with constant interruptions
- Willingness to support a diverse group of families
- Ability and commitment to practice cultural competency and demonstrate respect for diversity
- Skills testing will be administered prior to interviews

*Shift Type* **Part Time**

*Salary Range* **Range 9 / Hourly**

*Location* **ADMINISTRATION BUILDING--NEW**

**Applications Accepted**

*Start Date* **07/02/2018**

*End Date* **07/18/2018**

**Job Contact**

<i>Name</i>	<b>Jenna McCulley</b>	<i>Title</i>	<b>Community Engagement Officer</b>
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