

Union Public Schools Job Description

Position Title: Enrollment Translator
Department: Pupil Accounting
Reports To: Executive Director of Pupil Accounting and Grants

FLSA Designation: Non-exempt

SUMMARY: Handle routine correspondence, phone calls, daily office management, and translation of materials. Assist enrollment center in the processing and enrolling of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintains accurate files, records and accounts.
- Assists in enrolling of new students and the translation of information to non-English speaking parents.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) and one (1) to three (3) months related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff and be bilingual.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and/ or move up to 10 pounds (such as adaptive equipment and supplies). Ability to frequently push/pull up to 90 pounds (such as carts loaded with supplies). Ability to reach with hands and arms. Ability to stand, walk, talk, and hear for long periods of time. Ability to sit, use hands to finger, handle, or feel objects, tools, or control; climb or balance; and stoop, kneel, crouch or crawl. Ability to locate specific sounds in a noisy environment. Ability to maintain general health in an environment that exposes the employee to a greater infection risk than average.

WORK ENVIRONMENT: *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.