

# Anoka Hennepin Independent School District #11

## Position Standard

### Language Translator

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Serve families through tutoring sessions during evening hours.

#### **Essential Functions:**

- Provide help to migrant parents with social service needs and referrals.
- Perform other duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Bi-lingual.
- Good communication and organizational skills.
- Ability / desire to work cooperatively with department and district staff.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 10 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

#### **Physical Factors include:**

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20’), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving to and from district sites is required.