

## **Killeen Independent School District Job Description**

**Job Title:** Bilingual Examiner  
**Reports To:** Coordinator for Special Education Campus Operations  
**FLSA Status:** Exempt

### **SUMMARY**

Supports evaluation personnel in the assessment of bilingual students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists evaluation personnel with bilingual assessments.

Assists with bilingual assessments in homes.

Translates student records, parent questionnaires, and special education forms when needed.

Participates in ARDC meetings as necessary.

Serves as interpreter when needed.

Complies with district and legal requirements/timelines.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

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, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree required. Demonstrated proficiency in listening, speaking, reading, and writing in both English and Spanish.

### **LANGUAGE SKILLS**

Ability to read and interpret documents in English and Spanish. Ability to write routine reports and correspondence. Ability to speak effectively before staff, students and parents.

### **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 bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.