

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCIES

Job Posting # 18-FLI

Opening Date: August 24, 2017

Closing Date: Open until filled

TITLE: Foreign Language Interpreters
TYPE OF POSITION: Part-Time, contingent (as-needed); 2017-2018 school year
LOCATION: District, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified, current Hopkinton Public Schools staff
STIPEND: \$32/hour

The **Foreign Language Interpreter** provides oral interpretation services to parents and teachers during Elementary Parent/Teacher conferences. We currently have a need for speakers of Mandarin Chinese, Portuguese, French, and Spanish, but will add interpreters of other languages to our database, for future opportunities that may arise.

Please note: These services will not take place during your regular work day. Conferences will be arranged to take place outside your instructional day.

DUTIES

Duties for this position include, but are not limited to:

1. Attends parent/teacher conference(s), and provides oral interpretation to parents and teachers;
2. Performs other duties, as needed.

QUALIFICATIONS

To be considered for this position, candidates must have the following:

1. Ability to understand, interpret and translate to/from English and another language.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #18-FLI and your last name (as, #18-FLI Jones) in the subject line, and submit:

1. A letter of interest, outlining skills and qualifications for the position, and languages in which you are fluent.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application*, however, if you wish to apply by mail, please send the required items to:

Human Resources (Job Vacancy #18-FLI)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.