



For the future of every student

**CLASS TITLE: DISTRICT TRANSLATOR**

**BASIC FUNCTION:**

Under the direction of the Director of Multilingual/Multicultural Programs, provide oral interpretation of communications and written translation of correspondence, forms, letters, reports and other documents between English and designated second language; serve as an interpreter for meetings, assemblies, parent information nights, conferences, IEP meetings and other events.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Translate documents and other materials including technical subject matters, forms, letters, notes, reports, presentations, confidential documents, curriculum and various other materials from English to a designated second language, and from a designated second language to English; proofread and assure accuracy of translated materials; review, edit and revise translations.

Read and rewrite material in specified language or languages, following established rules pertaining to factors such as word meaning, sentence structure, grammar, punctuation and mechanics. Translate for target audience.

Review and edit translations made by other personnel for accuracy, context, syntax, readability and style. Proofread documents and forms.

Provide interpreting services to facilitate communications between various individuals; communicate with staff, administrators, teachers, students, parents and others in English and a designated second language; serve as an interpreter for meetings, assemblies, parent information nights, conferences, IEP meetings, graduations and other events

Provide assistance to callers, visitors and others regarding educational resources and services in a designated second language; respond to inquiries and provide information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Assist with coordinating and arranging interpretation services to students and families for various events and activities; assure that interpreters are available for interpreting events; refer families to programs, services and community resources as appropriate; receive and respond to translation requests; maintain and update related schedules and calendars.

Provide interpretation and translation of technical terminology used by District personnel. Provide explanations to individuals to facilitate communications and promote understanding among all participants. Translate Individualized Education Plan (IEP) documents and correspondence, including but not limited to psychoeducational reports, speech and language reports, 504 plans.

Assist in training interpreter substitutes.

Partner with school site and department personnel to provide interpretation services for special projects and events; provide expertise and guidance for special projects requiring interpretation services; assist with interpretation services needed for mass communications to students, families, employees and/or

the community.

Serve as an interpreter for phone calls as needed; provide oral translation and interpretation of IEP's at school sites and other locations as requested.

Travel to various school sites, offices and other locations to provide interpretation and educational support services as needed; drive a vehicle to conduct work.

Operate a variety of office equipment including a copier, computer and assigned software; utilize interpretation equipment such as microphones and receivers; circulate and advise students, staff, parents and others regarding interpretation equipment.

Maintain various records, logs and files related to interpretation services and assigned activities.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Extensive vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.

Simultaneous and consecutive interpretation techniques.

Current development trends and techniques in the field of language interpretation in an educational setting.

Professional Code of Conduct for interpreters.

Record keeping and report preparation techniques.

Operation of a computer and assigned software.

Operation of interpretation equipment.

Effective oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures.

Business letter and report writing, editing and proofreading.

Professional telephone techniques and etiquette.

Basic public relations techniques.

##### **ABILITY TO:**

Provide interpretation (oral) and written translation services to facilitate communications.

Read, write, translate and interpret English and a designated second language.

Translate and interpret documents, forms, letters, notes, reports, presentations and various other materials between English and a designated second language.

Interpret information simultaneously during meetings, conferences and other events.

Serve as an interpreter for meetings, assemblies, conferences and other events.

Learn, interpret, apply and explain policies, procedures, rules and regulations.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type and input data at an acceptable rate of speed.

Understand and follow oral and written instructions.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent, supplemented by college-level coursework in English Language, Spanish Language, Interpretation and Translation, or related courses, AND two years of experience composing, editing, and translating materials in English and the designated second language and providing consecutive or simultaneous oral interpretations during group meetings and in one-to-one situations OR three years of experience in a position performing related duties for which bilingualism in the designated second language is a requirement.

An Associate's degree or a Translation and Interpretation certificate in the designated second language may be substituted for one year of the required experience.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Valid California driver's license.

Positions(s) require ability to read, write and speak fluently in Spanish or a different designated second language based on District need.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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*Approved by Personnel Commission:* 06/18/2008  
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