



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: II

Classification: Classified

Job Description

Translator

DEFINITION

Under the supervision of a District Office Administrator, provide oral and written translation for English in to the designated language (Spanish, Korean, etc.) or from the second language into English; perform routine clerical duties; maintain a flexible work schedule to interpret at evening and other hours outside the normal workday; and perform other related duties as assigned.

EXAMPLES OF DUTIES – *Not all inclusive*

- Translate District and school correspondence, pamphlets, newsletters, legal forms, report cards, Individual Education Plans (IEPs), test, handbooks, bulletins, educational plans and proposals, meeting minutes, notices, and other materials as needed.
- Review translated material submitted and edit for accuracy, comprehensibility, grammar and appropriateness, of words and phrases; serve as a technical resource.
- Interpret at a variety of District and school meetings and conferences, including but not limited to parent/community meetings, Board meetings, student disciplinary meetings, IEP meetings and special education assessments.
- Express either approximate or exact translation, depending on the nature of the occasion and assignment.
- Listen to and complete statements in one language, translate to the designated second language, and translate from second language into first language in consecutive interpreting.
- Receive briefings on subject to be discussed prior to the interpreting session.
- Perform clerical duties necessary to complete translation assignments, including but not limited to word processing, typing, record keeping, report and presentation preparation, filing, and telephone operations.
- Utilize a variety of software applications, including bilingual word processing software.
- Access student records, as needed, via the District's computerized records data management system.
- Attend and participate in a variety of in-service training programs as assigned.
- Perform other related duties.

QUALIFICATIONS

Knowledge of:

- English and other designated language so as to read, write, interpret, translate, and speak accurately and fluently, including grammar, spelling, and punctuation of English and the other designated language.
- Idiomatic expressions in both English and the other designated language.
- Telephone techniques and etiquette.

Ability to:

- Read, interpret, and translate English to other designated language and from the other designated language to English concisely and accurately.
- Maintain confidentiality with regards to students, and use discretion in all communications.

- Use bibliographic reference and research resources in English and other designated language publications.
- Exchange information in person and on the telephone.
- Work independently with little direction.
- Understand and carry out oral and written instructions.
- Meet schedules and timelines
- Use interpersonal skills to work with others using tact, patience, and courtesy.
- Establish and maintain cooperative working relationships.

Experience:

- Two years of related experience involving the translation of written and oral material from English into a designated foreign language.
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Education:

- High School graduate or equivalent.
- College-level courses in language or other related courses desirable.

Condition of Employment:

- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- This position has a probationary period of 120 days.