

INTERPRETER/TRANSLATOR

DEFINITION

Under general supervision, provides oral interpretation and written translation of correspondence, forms, articles, technical manuals, and other instructional and educational materials from English to a designated second language and vice versa; maintains related records; serves as an interpreter for a variety of meetings; initiates or responds to telephone communication with parents, or community members as directed; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Positions in this class are characterized by a blend of highly accurate written translation to and from English and another specified language and the ability to create computer-generated documents ready for duplication and dissemination. Positions in this class prioritize work and adhere to strict time lines. Incumbents may travel and evening work may be required.

EXAMPLES OF DUTIES

Provides accurate and concise translations of correspondence, reports, forms, articles, handbooks, technical manuals, legal documents and other instructional and education materials from English to a designated second language from clear copy, rough draft and transcription equipment; proofreads and assures accuracy of translated materials. *E*

Updates and prepares camera-ready District and school materials for distribution to homes and school sites. *E*

Confirms the accuracy of entered material by proofreading material; makes editorial, grammatical, spelling, and punctuation corrections. *E*

Operates a variety of office equipment including transcribers, copiers, fax machines, and computers (Macintosh and/or PC); proficiently uses a variety of word processing and other computer software applications. *E*

Performs a variety of general clerical duties in support of assigned office. *E*

Maintains records and files including records of translations. *E*

Composes and types routine correspondence. *E*

EXAMPLES OF DUTIES (cont.)

Interprets at a variety of meetings at the district office and school sites between school officials, students, and parents including Individual Education Plan (IEP) meetings; interprets student and parental concerns to school administrators; prepares related records. *E*

Assists in the establishment and/or function of bilingual parent advisory and participation committees. *E*

Attends evening meetings as necessary to provide appropriate parent access to meetings of the Board of Trustees and various advisory councils. *E*

Assists parents in understanding school standards, pupil conduct, achievement, and school problems. *E*

Provides to parents and students related information on procedures and regulations. *E*

Assesses student's competency (oral and written) in the designated language. *E*

Performs related duties as assigned.

MINIMUM QUALIFICATIONS**Knowledge of:**

1. Extensive vocabulary and correct spelling, grammar, usage, and punctuation in English and a designated second language;
2. Simultaneous and consecutive interpretation techniques;
3. Modern office methods and procedures including the preparation of business correspondence, reports, filing and office equipment operation;
4. Oral and written communication skills;
5. Use and operation of a variety of word processing software and computers;
6. District terminology, policies, forms, and materials; and
7. Record keeping techniques.

Ability to:

1. Speak fluently and express thoughts clearly and concisely in English and a designated second language;
2. Read, write, edit, and translate oral and written communications from English to a designated second language and vice versa;
3. Effectively communicate, clearly, both orally and in writing with staff, parents, students, and others to relay information and answer questions using tact, patience, and courtesy;
4. Understand and communicate the needs of staff, students, and parents;
5. Maintain confidentiality of complex, sensitive, and privileged information;
6. Operate a computer proficiently with windows-based applications;
7. Understand and follow oral and written instructions;

Ability to: (Cont.)

8. Perform difficult and complex clerical work, involving independent judgment, and requiring prioritizing skills, accuracy, and speed;
9. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
10. Work within established guidelines, procedures, and timelines with frequent interruptions;
11. Establish and maintain cooperative and effective working relationships with others;
12. Maintain work pace appropriate to given workload; and
13. Operate a vehicle observing legal and defensive driving practices.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. College-level course work in a designated second language is desirable.

EXPERIENCE

Recent experience in oral interpreting and translating materials. Previous work experience in a public school setting and bilingual certification is desirable.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions; and subject to driving a vehicle to conduct work.

Physical Demands:

Dexterity of hands and fingers to operate a variety of standard office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of materials; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching to file materials.