



GISD TIVCO

Translation and Interpretation
Volunteer Community Outreach

GISD Translation and Interpretation Services

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What is TIVCO?

- Volunteers
 - Bi-lingual
 - Interpreting
 - Translating
 - Involvement in your School
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Contact Information:

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Maria M. Garcia, Secretary/In-District Interpreter:

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POSITION OVERVIEW:

The volunteer will provide interpreting and/or translating services to the Garland Independent School District educational environment. This environment includes parent-teacher meetings, educational information meetings, parent meetings of various types, counseling meetings, extracurricular activities and other educational settings.

The translator will translate written documents from one source language to a target language.

The interpreter facilitates communication through the use of converting a speaker's message from one target language into another.

RESPONSIBILITIES:

1. Communication

- Provide excellent communication skills from the English language to another target language.
- Facilitate communication through use of good memory, social perceptiveness and detail-oriented skills.
- Interpret within community and academic settings and/or PTA assemblies/meetings, presentations, etc.

2. Confidentiality

- Follow The Family Educational Rights and Privacy Act (FERPA).
- Follow the Interpreter Codes of Ethics calling for absolute observance of confidentiality.

3. Professionalism

- Demonstrate professional appearance, conduct, and promptness at all times.
- Encourage staff members to collaborate with each other instead of using the interpreter as a source of information.
- Never give opinion, ideas or personal input to any part of assignment.
- Convert spoken statements or messages exactly how they are given without changing words or voice tone.
- Render messages faithfully, always conveying the content and spirit of the speaker, using the language most understood by the person being served.

QUALIFICATIONS:

The volunteer interpreter is required to be proficient in both languages conveying information from the source (English) language to a target language and vice versa. They must thoroughly understand the importance of communicating accurate information without adding, modifying or omitting any part of the message.

REQUIREMENTS:

- Background check
- Pre-test and post-test for language accuracy
- Attend a 2-day translation and interpretation seminar

For information or to submit your application, please visit our Web site:
<http://www.garlandisd.net/about/volunteer.asp>