

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Translator/Interpreter Specialist

DEPARTMENT: Curriculum, Accountability and Continuous Improvement

POSITION SUMMARY: Under the general supervision of the Director of Curriculum, Accountability and Continuous Improvement or his/her designee, the Translator/Interpreter Specialist provides written translation and oral interpretations for school sites and district departments.

ESSENTIAL FUNCTIONS:

1. Provides written translation of school site and district documents and forms, including but not limited to psychological reports, medical reports, legal documents, school and district financial/budgeting documents, Food Service menus, school newsletters, teacher communications to parents, District assessments and curricular materials.
2. Uses District software to translate a variety of materials related to special education, such as I.E.Ps, and input records for students with special services.
3. Provides oral interpretations for meetings which may include, but are not limited to I.E.P, Student Study Team (S.S.T.), Discipline Review Board (D.R.B.), Student Attendance Review Board (S.A.R.B.) hearings, and parent/teacher conferences.
4. Provides interpretive services for school officials and parents on home visits, and at other times when translation for parents and/or students is necessary within the district and at other agencies.
5. Interprets for educational assessments, translating for meaning and appropriateness based on audience.
6. Provides oral interpretation during telephone calls for District departments.
7. Responds to inquiries in person, on the telephone, and through electronic communication, and provides general information and assistance, facilitating communication with appropriate departments.
8. Coordinates with Human Resources to maintain the district's list of approved translators; assesses the language skills of translators to ensure sufficient levels of fluency; coordinates appointments for translators from the district list.
9. Edits translated work from other translators.
10. Provides a wide variety of routine clerical work, including word processing, proofreading, copying, filing, and maintaining electronic files of documents.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: The position requires the ability to carry out oral and written directions, read, write, speak and comprehend at a level sufficient to fulfill the duties to be performed in both English and at least one other language. High school diploma or equivalent required. Education, training, and/or relevant work experience equivalent to two years of college is required. Experience in a school setting is preferred but not required. Possess a valid California driver's license and be insurable. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Able to speak, read, comprehend and write fluently in English and at least one other language.
2. Able to communicate effectively with staff, teachers, parent/guardians and families, administrators and students in a variety of situations.
3. Demonstrate an understanding of District structure and procedures, and work collaboratively with departments and school sites.

4. Ability to retain confidentiality, and maintain cooperative working relationships with those contacted in the course of work.
5. Knowledge of District software programs for translation work and record keeping.
6. Ability to operate standard office equipment, including computers and electronic communication devices.
7. Ability to prioritize and complete assigned projects and tasks with minimal supervision and direction.

PHYSICAL REQUIREMENTS: Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment, and come in direct contact with District and site staff, students, parents, and the public. In addition, the Translator/Interpreter Specialist may perform duties and responsibilities that occur off-site of District facilities, at related meetings and activities.

SALARY: Range 32

Board Approved: 06/13/17