

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Translator – Written**
Department: Educational Services
Reports: Site Administrator or Special Education Director

SUMMARY:

Under the direction of the site administrator, Special Education Director or designee translates documents for parent/school contacts on an as needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Translates confidential and public documents.
- * Maintains strict confidentiality of translated materials and oral contacts.
- * Meets all deadlines for required translations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The individual must have an AA, BA, or BS Degree or higher from an accredited college. A 4 year University Education is valued but not required. Experience working in the field of education is desirable but not required.

LANGUAGE SKILLS:

The applicant must be proficient in English oral language and literacy and also proficient in the language for which translation is required. Ability to read and comprehend complex instructions, reports with academic language, short correspondence, and memos in English. Ability to accurately translate correspondence into the foreign language required in a timely manner. Ability to effectively translate information accurately and neutrally in phone, one-on-one and small group situations to parents and school personnel.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to understand technical educational language and translate it into the required language maintaining the essential meanings conveyed within the communication.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff, parents, and the school community. Ability to maintain neutrality during all translations including sensitive topics. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate at a standard acceptable level for this environment.

OTHER INFORMATION RELEVANT TO THIS POSITION:

District employees who currently provide translation services during their regular assignment will continue to provide that job function within their current job classification. They can apply for this position in addition to their regular assignment and provide translation services under this job category outside their regular assignment.

APPLICATION REQUIREMENTS:

- Fill out WPUUSD application.
- Provide current TB test data, Life Scan, and fingerprinting.
- Fill out Confidentiality Affidavit
- Successfully pass written and oral test in English and foreign language translation.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.