

OXNARD UNION HIGH SCHOOL DISTRICT

DOCUMENT TRANSLATOR

BRIEF DESCRIPTION OF POSITION

Under the supervision of the Director of Special Programs, the Document Translator shall accurately translate documents from English into the native languages of the district's parents.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Translates essential English documents into another specific language and documents from another language into English.
- b. Produces translated documents in final form for distribution.
- c. Proofreads documents for accuracy of translation and correctness of spelling, grammar, syntax and punctuation.
- d. Accurately captures the ideas and concepts of the documents being translated.
- e. Completes translations and final documents in a timely and expeditious manner.
- f. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

REQUIREMENTS:

WORK YEAR:

Must be available to provide job responsibilities after regular work day - hourly paid position.

OTHER REQUIREMENTS:

Written and oral fluency in the specific language assigned.

SALARY:

Extra Help hourly rate schedule - \$17.00 per hour.

Approved: 12-12-90
Revised: