Lompoc Unified School District
District Translator

Purpose Statement
The job of District Translator was established for the purpose of providing complex, correct and responsible technical and non-technical oral interpretations and written translation work from source language into target language or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various meetings, documents and activities; providing specialized assistance and information to callers, visitors and staff; and serving as a resource to other District personnel requiring assistance with non-English speaking persons.

Essential Functions
- Answers questions and interprets and/or translates appropriately and with correct pronunciation from source language to target language (e.g., English to Spanish) with speed and accuracy for both internal and external parties such as staff, parents, students, and/or public agencies for the purpose of providing information and/or routing inquiries.
- Attends a wide variety of meetings, community meetings, hearings, and/or interviews for the purpose of serving as an interpreter of conversations (e.g., Spanish to English).
- Converts a variety of written materials from one language to another with speed and accuracy for the purpose of providing documents from/to second language for use in the classroom and/or for communication with student family members and the non-English speaking community members.
- Interprets and translates simultaneously or consecutively during various meetings (e.g., with parents, expulsion hearings, ELAC meetings, counselor intakes, SST, psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints.)
- Participates in workshops, conferences and/or meetings for the purpose of providing training for professional growth and/or conveying information.
- Prepares a wide variety of documents (e.g., forms, handbooks, testing materials, eligibility reports, psychological reports, calendars, and manifestation hearing reports) for the purpose of providing/translating materials.
- Provides training, direction and guidance to bilingual staff in the areas of translation and interpretation for the purpose of maintaining a consistent standard district-wide.
- Reads a variety of materials (e.g., letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP’s), medical and psychological reports) for the purpose of translating materials.
- Serves as a lead in assigning and completing District-wide translation/interpretation services for the purpose of ensuring accuracy and timeliness of services.
- Translates a wide variety of documents verbatim and idiomatic materials and conversations from the source language to the target language (e.g., special education IEP meetings and resulting correspondence and reports, forms, handbooks, curriculum and testing materials, legal and medical documents, department forms, email, literary books, state reports, newsletters, flyers, notices, minutes) for the purpose of ensuring accuracy of information.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.

Other Functions
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
May provide assistance with bilingual proficiency (Spanish) testing for bilingual preferred/designated positions.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
Skills are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Mastery of required source language to targeted second language to that of native speaker; correct language usage and pronunciation, grammar, spelling, punctuation and vocabulary; accurate translation of written documents; strong interpersonal and language skills; data collection, operation of standard office equipment; usage of pertinent software applications; and preparation and maintenance of accurate records.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, write, interpret and translate technical information, legally mandated educational requirements, and special education terminology, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: mastery of language usage; vocabulary, spelling, grammar and punctuation; special education behavioral learning and coaching strategies, and cultural references including colloquialisms, slang and other expressions that do not translate literally. Must understand multi-cultural concepts and be sensitive to diversity.

Ability is required to schedule activities; collate data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: simultaneous and consecutive interpretation between the source language and the target language (e.g., English to Spanish) on the spur of the moment between two or more parties; communicating with individuals of diverse cultural backgrounds; maintaining confidentiality; establishing effective working relationships; working independently under time constraints; and adapting to changing work priorities. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus. Positions in this class generally require the ability to stand, reach, stoop, bend, and input data using a variety of equipment and software related to the position. The ability to hear and understand speech at normal room levels and on the telephone is essential.

Responsibilities include:
Working under limited supervision and independently, using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment:
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing and or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Lifting objects normally does not exceed 25 pounds. This job is performed in a generally clean and healthy environment.

Experience: At least two years of recent paid job related experience performing interpreting and translating functions with increasing levels of responsibility. Experience working in schools is preferred.

Education: High School diploma or equivalent supplemented by training or course work in interpretation and translation technology.
**Required Testing:**
Pre-employment Proficiency Test
Bilingual Skills Proficiency Test
Pre-employment Physical Exam (may be required)

**Certificates:**
Certificate in translation and interpretation is desirable.
Must possess a valid Class C driver license and evidence of insurability.

**Continuing Education/Training:**
Training necessary to maintain and/or update skills related to this position.

**Clearances:**
Criminal Justice Fingerprint/Background Clearance
TB Test

**FLSA Status:** Non-exempt

**Salary Grade:** Range 40

**Approval Date:** June 18, 2015
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