

Franklin Pierce Schools
Job Description

POSITION TITLE: Translator/Interpreter

JOB SUMMARY: The Translator/Interpreter (TI) interprets oral communication and/or translates written communication from and into Native/Second Language and English. The position translates District/School written correspondences and facilitates other forms of oral communication between District Staff and families as needed.

REPORTS TO: Franklin Pierce Schools Bilingual Family Liaison

MINIMUM QUALIFICATIONS:

1. Ability to speak, read, and write fluently in English and Native/Second Language. Strong oral, written, organizational, and interpersonal skills in both languages
2. 18 years of age
3. SSN and/or ITN

ESSENTIAL JOB FUNCTIONS:

- The TI translates written correspondence from Native/Second Language into English and from English into Native/Second Language. Correspondence includes but is not limited to letters, memorandum, emails, pamphlets, retainer agreements, invoices, advertisements, and educational material.
- The TI interprets oral communication from Native/Second Language into English and from English to Native/Second Language. Types of oral communication include but are not limited to telephone calls and messages, in-person interviews, and community forums.
- Ability to manage work schedules to meet deadlines.
- Ability to relay the style and tone of the original message.
- Obtain and present material in person and in writing.
- Ability to remain impartial in some adversarial and emotionally situations.
- Bilingual and bi-cultural capabilities and experience, knowledge of and experience with linguistic/cultural/ethnic families and communities preferred
- Perform other related duties as assigned.

SALARY: \$24.24 /Hr.