

## Coast Unified School District

**Title:** Special Education Clerk/District Translator

**Salary Range:** 14

**Job Summary:**

Maintains Special Education Student records, schedules, coordinates meetings, file organization, IEP compliance reviews, note taking at IEP/504 meetings, order supplies; interfaces with students, parents and staff; assists in all office responsibilities and provides administrative support for Director of Special Education. Translates district and school documents, IEP oral and written translation.

**Qualifications:**

Required:

1. High school graduate or equivalent.
2. One year of clerical experience.
3. Bilingual in Spanish and English. Knowledge of correct English and Spanish spelling, punctuation, grammar and vocabulary.
4. Ability to accurately translate written documents from English to Spanish, interpret oral conversation from English to Spanish and Spanish to English; perform keyboarding; carry out oral and written instructions; perform routine clerical work; work calmly and accurately under pressure and with frequent interruptions; establish and maintain effective work relationships; maintain confidentiality.
5. Valid First Aid and C.P.R. certificate.
6. Knowledge of office practices and procedures.
7. Computer literacy.
8. Type 40 words per minute.
9. Ability to spell correctly.
10. Ability to establish and maintain effective working relationships with students, parents and staff.

Desirable:

1. Experience in a school setting.

**Essential Functions:**

1. Translate written material from English to Spanish including but not limited to district forms, brochures, school handbooks, forms and letters, curriculum outcomes, Individual Education Programs (IEP) in county Special Education Learning Plan Area (SELPA) software system (SEIS), materials and assessments.

2. Type translated materials in a manner suitable for reproduction and mailing.
3. Scheduling and coordination of Special Education meetings.
4. Perform oral interpretation at functions such as IEP meetings, parent/teacher conferences, suspension/expulsion meetings, ELAC and DELAC meetings, board meetings, etc., and over the phone.
5. Perform general office duties such as document tracking, file organization ordering supplies, mailing of documents, etc.
6. Note taking at IEP and 504 meetings.
7. Evening hours for meetings as required.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to see and read, with or without visual aids.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will clearly understand normal conversation
5. Ability to reach in all directions.
6. Physical dexterity in limbs and digits to operate computer keyboard.
7. Ability to lift 30 pounds.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Special Educatio or designee.

**Approved:** March 10, 2022