

INTERPRETER/TRANSLATOR

Classification: Administrative – Central Office

Location: Community Relations

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Interpreter/Translator's assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The incumbent facilitates effective communication by providing oral interpretation and written translation for district patrons, students and families that do not speak English.

Part II: Supervision and Controls over the Work:

The Interpreter/Translator works under the direct supervision of the Administrator. The Interpreter/Translator is responsible for being familiar with the school/district policies and procedures which govern their work and their interaction with students, teachers, parents, and community members.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Provides communication services verbally or in writing in the specific language on behalf of the district program, administrator or staff. Maintains message content within District and professional standards. Provides support to non-English speaking parents, guardians, and community members.
2. Translator: Translates a variety of documents for both the community and district-wide audiences. Checks for technical terminology and accuracy throughout translated documents. Utilizes reference materials, such as dictionaries and computerized terminology banks to ensure accuracy. Some tasks require processing documents in a very constrained, time-sensitive, and accurate manner, which may related to controversial topics.

3. Interpreter: Attends meetings, traveling within the district and larger metropolitan community using own transportation to provide interpretation services to students, staff, families, and community members, as requested. Services do not include advocacy, but the requirement to maintain neutral professional boundaries in providing interpretation services.
4. Works a flexible schedule at the discretion of the supervisor to meet the needs of schools, families and community members.
5. Adheres to District policies and procedures, along with state and federal laws related to employment in a public education system.
6. Develops and maintains trusting relationships between the district/school and parents/students. Communicates with students, parents, and community members with respect and confidentiality. Performs duties in a manner consistent with the direction and guidance of staff, administrators, and school/district policies and procedures, to include the maintenance of professional boundaries.
7. Performs clerical duties, such as making copies, operating office equipment, and answering telephones.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Degree.
- Two years or post high school education, preferably leading to an Associate's Degree. Possess two years of experience working as an interpreter and translator. At the discretion of the District, highly related and comparable experience may be substituted for all or part of the two years of college/university education.
- Possesses an understanding of education's value, along with the beliefs and practices with the targeted cultural group.
- Knowledge of and demonstrated language skills, both spoken and written, in English and the target language. Meets the District assessment of bilingual skills in the required language(s).

- Ability to communicate effectively verbally and in writing.
- Possess state driver license while maintaining a safe driving record and insurance levels to District standards.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to remain calm, focused and in control when working with students, parents, guardians, and community members who may be difficult and challenging to engage.
- Able to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Proficient in Word processing and spreadsheets.
- Skill in the use office and computer equipment and use standard office software and student information system software.

Part V: Desired Qualifications:

- University training that included coursework in or directly related to education (e.g., growth and development, learning theories)
- Experience working and/or learning within a local public school system and state statutes.
- Skill in using Adobe Suite or other graphic designed software.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to travel via personal transportation to access schools/students/families/community members within the local area. Ability to climb stairs, walk on uneven terrain, carry materials of 25-40 pounds into meeting places in the completion of the work.