



LOMPOC UNIFIED SCHOOL DISTRICT

DISTRICT TRANSLATOR

JOB SUMMARY:

Under the direction of an assigned supervisor, provide 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; provide specialized assistance and information to callers, visitors and staff; serve as a resource to other District personnel requiring assistance with non-English speaking persons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide 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.
- Respond to questions and interpret or translate appropriately 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.
- Attend a wide variety of meetings, community meetings, hearings, and interviews for the purpose of serving as an interpreter of conversations (e.g., Spanish to English).
- Convert 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.
- Assists in organizing, attends and interprets at District English Learners Advisory Council (DELAC) meetings for the purpose of providing support to the District and parents.
- Interpret and translate simultaneously or consecutively during various meetings with parents, expulsion hearings, DELAC meetings, counselor intakes, SST, psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints.
- Participate in workshops, conferences and/or meetings for the purpose of providing training for professional growth and/or conveying information.
- Prepare a high volume of written translations of a wide variety of documents, forms, handbooks, testing materials, eligibility reports, psychological reports, calendars, board policies and administrative regulations, stipulated agreements regarding student discipline, instructional and educational materials, IEPs, assessments, bulletins, and other correspondence, and manifestation hearing reports for the purpose of providing and translating materials.
- Provide training, direction and guidance to bilingual staff in the areas of translation and interpretation for the purpose of maintaining a consistent standard District-wide.

- Read a variety of materials including letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP's), medical and psychological reports) for the purpose of translating materials.
- Translate a wide variety of documents verbatim and idiomatic materials and conversations from the source language to the target language, including 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.
- Verify translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Required Testing:

Pre-employment Proficiency Test

Bilingual Skills Proficiency Test

Pre-employment Physical Exam (may be required)

Education and Experience:

Any combination equivalent to: High School diploma or equivalent supplemented by training or course work in interpretation and translation technology and two years related experience performing interpreting and translating functions with increasing levels of responsibility.

Continuing Education/Training:

Training necessary to maintain and/or update skills related to this position.

Licenses and other Requirements

- Valid Class C driver license and evidence of insurability
- Certificate in translation and interpretation is desirable

Knowledge of:

- Mastery of language usage including vocabulary, spelling, grammar and punctuation.
- Perform basic math, including calculations using fractions, percent, and 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.
- Solve practical problems.
- Special education behavioral learning and coaching strategies, and cultural references including colloquialisms, slang and other expressions that do not translate literally.
- Multi-cultural concepts and be sensitive to diversity.

Ability to:

- Work with a diversity of individuals and/or groups.
- Work with data of varied types and purposes.
- Utilize specific, job-related equipment.
- Simultaneously and consecutively interpret between the source language and the target language between two or more parties; communicating with individuals of diverse cultural backgrounds.
- Maintain confidentiality.

- Establish effective working relationships.
- Work independently under time constraints and adapting to changing work priorities.

WORKING CONDITIONS:

Work Environment:

- Office or classroom environment

Physical Demands: The physical demands 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.

- 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
- Dexterity of hands and fingers to input data using a variety of equipment and software related to the position.
- Hearing to understand speech at normal room levels and on the telephone is essential

Hazards:

- Potential exposure to hostile and abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 40