



October 2007

Translator

Basic Function

Under the direction of the Deputy Superintendent of Administrative Services or designee, this position will provide written and oral translations of District or school level technical documents, legal documents, complex instructional communications or materials, from English into the designated language or designated language to English.

Duties and Responsibilities

Essential Duties:

Provide translation of complex department materials, legal documents, technical documents, technical instructional materials, Individualized Education Plan (IEP) reports with complex or legal entrees, superintendent's communications, reports, and other information into accurate and technically correct written form from English to a designated second language.

Other Duties:

Serves as oral interpreter at District level meetings requiring the translation of complex, technical, or legal information as needed, or other functions as assigned.

Communicate in a designated second language to answer questions and provide information in person or on the telephone regarding school/District curriculum, programs, services, rules, regulations, procedures, time schedules, and other types of school/home issues.

Knowledge and Abilities

Knowledge of:

District programs, services, and activities;
Public agency operations;
Differences in grammar rules and idiomatic expressions;
Computer operation, computer software, and capabilities;
Principles of layout and design;
Operation and care of duplicating equipment;
Routing methods of layout work for reproduction.

(REF. O-6)

Translator - contd.

Ability to:

Read and interpret complex legal and technical language;

Translate and express in oral language complex, legal, and technical ideas in English and the designated second language;

Make attractive layouts by utilizing graphic techniques;

Analyze translation assignments and situations effectively to respect cultural differences and meaning versus literal translation;

Learn, interpret, and apply District rules, laws, and policies with sound judgment;

Establish and maintain effective working relationships;

Type at a rate of 45 words per minute from clear copy;

Plan and organize work.

Education and Experience

Three years of increasingly responsible translation experience is desirable.

Must successfully pass the translator test administered by the District and provide a certified certificate of proficiency in a second language.

One year experience in schools assisting in written/verbal translations is highly desirable.