

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: TRANSLATOR/INTERPRETER

BASIC FUNCTION:

Under the general direction of the assigned supervisor, provides major oral and written translations from English into the designated second language (either Spanish or Vietnamese) or from the second language into English; assists in screening the oral and written language skills of students and applicants for Classified bilingual/bi-literate positions.

ESSENTIAL DUTIES:

Listens to complete statements in one language (either Spanish or Vietnamese), translates to the designated second language, and translates from second into first language in consecutive interpreting.

Expresses either approximate or exact translation; depending on the nature of the occasion.

Translates District pamphlets, legal forms, report cards, Individual Education Plans (IEP), tests, student handbooks, bulletins, funding proposals, educational master plans, minutes of meetings, notices, correspondence, and other materials, as needed or directed.

Edits, proofreads and corrects forms, and materials in preparation for printing; utilizes bilingual word processing and other software, as needed.

Accesses student records via the District's computerized records data management system.

Interprets at a variety of District meetings and conferences, including expulsion hearings, District Advisory Committee meetings, Board of Education meetings school site council, , Individual Education Plan (IEP), Student Attendance Review Board (SARB) meetings and others as requested.

Renders accurate oral and written translations of materials, as necessary.

Receives briefings on subject to be discussed prior to the interpreting session.

OTHER REPRESENTATIVE DUTIES:

Assists Classified Personnel Department in the development of written tests in the designated language (Spanish or Vietnamese) for classified positions; evaluates test results to determine applicant qualifications; interviews applicants to assess their speaking ability; serves on oral panels and testing boards.

May assist in training other personnel in administering and scoring primary language assessments.

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May assist in training other personnel in utilizing foreign language computer programs.

Reviews translated material submitted and edits for accuracy, comprehensibility, grammar and syntax; explains words and phrases for meaning and appropriateness; serves as a technical resource.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Is responsible to and evaluated by the assigned supervisor.

Internal Contacts: (1) Continuous contact with district-level administrators and personnel.
(2) Continuous contact with school principals, teachers, and students.
(3) May provide limited work direction and guidance to Community Liaison Workers and volunteers.
(4) Some contact with instructional assistants and other school site personnel.

External Contacts: Continuous contact with parents or guardians of students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English and another designated language so as to read, write, interpret, translate, and speak accurately and fluently; English and other designated language grammar, spelling, and punctuation.

Oral and written communication skills.

Basic computer software programs.

Standard American English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills, such as tact, patience, and courtesy.

Public speaking skills.

Proofreading.

Technical aspects of field of specialty.

Idiomatic expressions in both English and the other designated language.

American and other designated cultures.

Modern office practices, procedures, equipment, and record keeping techniques.

ABILITY TO:

Operate a personal computer and related software.

Communicate effectively with children and adults.

Read, interpret, and translate and interpret from English to the designated language and from the designated language to English; concisely and accurately.

Read, interpret and follow rules, regulations, policies and procedures.

Prepare translated materials in an accurate and precise typewritten form.

Meet schedules and timelines.

Perform work independently with minimal supervision.

Maintain confidentiality and utilize discretion in all communications.

Exercise flexibility, patience and sensitivity.

Use of bibliographic reference and research resources in English and other designated language publications.

Establish and maintain effective working relationships with others.

Understand and follow both oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate of Arts degree and at least two years of experience in translating and interpreting school-related materials.

LICENSES AND OTHER REQUIREMENTS:

1. A valid California Driver's License and insurability by the District's insurance carrier.
2. A reliable vehicle available for personal use in the performance of the duties and responsibilities assigned to this classification

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

REVISED BY: Classified Personnel Department DATE: 2/95

APPROVED BY: Board of Trustees DATE: 9/89

APPROVED BY: Personnel Commission DATE: 2/28/95

REVISED BY: Personnel Commission DATE: 4/26/05