



JOB DESCRIPTION

Position Code: See below
Classified Group: CSEA
Salary Range: 15
Work Days: 260
Page 1 of 3

POSITION TITLE: Bilingual Translator

POSITION CODE: Bilingual: Spanish	Class Code: 742
Bilingual: Russian	Class Code: 743
Bilingual: Ukrainian	Class Code: 744
Bilingual: Arabic	Class Code: 745
Bilingual: Farsi	Class Code: 746

DEFINITION: Under general direction, interpret and/or translate a wide variety of written and spoken District-wide communications in English and a second language; facilitate communication between District staff and non-English speaking students, parents and other members of the community; perform and support testing and assessment of students in oral and literacy skills; perform related duties as assigned.

DIRECTLY RESPONSIBLE TO: As assigned Administrator

SUPERVISION OVER: N/A

EXAMPLES OF DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found within positions of this classification).

1. Translate both oral and written materials for students, District personnel, parents and other interested parties; read, interpret and translate a wide variety of written materials from English to a second language (including newsletters, bulletins, forms, letters, menus, legislative bills, memoranda, notices, teaching materials, etc.).
2. Prepare drafts of routine correspondence and materials, bulletins and handbooks; proofread translations; produce verbatim translations.
3. Develop and review forms and other communications for non-English speaking parents and students.
4. Provide simultaneous interpretation and translation at meetings; assist non-English speaking callers and visitors to the District and school site offices.
5. Provide information and direction and re-route calls as needed.
6. Perform clerical duties including copying, answering telephones, organizing and maintaining files and records; compile and maintain various materials for the testing of English language learners.
7. Assist with the coordination, implementation and support of assessments; provide testing and assessment of students in oral and literary skills in their primary language.
8. Prepare and maintain files and records related to student assessment, enrollment reclassification and intervention; may accompany District specialists on home visits to interpret, explain procedures and programs and assist in obtaining information of a personal and sensitive nature.
9. May participate in or attend evening and/or weekend meetings and school-related activities.
10. May review native language performance and provide written assessment of the native language proficiency of potential employees as assigned.

QUALIFICATIONS:

Education and Experience:

- Any combination of training, education and/or experience which demonstrates the ability to perform the duties of the job; previous experience working with children in a school setting highly desirable.

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of correct oral and written usage of English and the designated second language
- Knowledge of testing and assessment of materials, policies and procedures
- Knowledge of modern office equipment, computers and application software
- Knowledge of proper record keeping techniques
- Knowledge of policies and procedures of assigned program and activities
- Ability to speak, read, write and translate English and the designated second language
- Ability to communicate effectively both orally and in writing
- Ability to provide accurate assessments of students in oral and literacy skills in assigned language
- Ability to establish and maintain cooperative and effective working relationships
- Ability to work independently
- Ability to understand and carry out oral and written instructions
- Ability to learn, interpret and apply with good judgment the policies and procedures related to assigned function
- Ability to work with discretion and in confidence with student information
- Ability to meet schedules and timelines
- Ability to compose routine letters, flyers, visual aids, memoranda and bulletins
- Ability to operate various types of office machines and computerized equipment
- Ability to receive and give information over the telephone or in public in a courteous manner
- Ability to operate a vehicle observing legal and defensive driving practices
- Ability to maintain work pace appropriate to given workload
- Ability to maintain consistent, regular and punctual attendance

Health:

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS:

Work Environment

Indoor office environment; may travel to conduct work; may visit students' homes.

Physical Characteristics* (consideration will be given to reasonable accommodation):

Hear and speak to exchange information in person and on the telephone; see to perform assigned duties; inspect written materials with fine print; recognize documents and individuals; remain in a stationary position for extended periods of time; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; move about the facilities to conduct work. *With or without the use of aids.

Licenses and Certificates:

Possession of, or willingness and ability to obtain a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Other:

Must be fluent in oral and written translations in English and the designated language.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/18/2017
Board Approved: 11/18/2014
Revised: 4/03/2017