



JOB DESCRIPTION

Position Code: See Below
Classified Group: CSEA
Salary Range: 15
Work Calendar: 001
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
	Bilingual: Dari	Class Code:	747
	Bilingual: Pashto	Class Code:	748

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: Site Administrator, as assigned

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within 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 evenings 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.
11. Performs related work as required.

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.

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.

Knowledge, Skills, and Abilities:

- 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

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- May travel to conduct work
- May visit students' homes

Typical Physical Characteristics: (with or without use of aids; 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

Other Characteristics:

- 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: 11/18/2014
Revised: 4/18/2017
Revised: 4/14/2021