



SUPPLEMENTAL

SINGLE TIME USE TRANSLATOR | INTERPRETER

JOB DESCRIPTION

JOB TITLE:	Single Time Use Translator & Interpreter	FLSA STATUS:	Supplemental
REPORTS TO:	Director of Communications and HR	PAY GRADE:	SUP-01
LOCATION:	Campus or Department Assigned	ASSIGNMENT:	Single Date
		JOB ID & DATE:	SUP-S02 October 2023

JOB PURPOSE SUMMARY

Under general supervision of the principal or department lead, translates documents and other material from one language to another; and/or translates spoken passages from one language to another during conferences, meetings or interactions. Expresses either approximate or exact translation, depending upon the nature of the occasion.

REQUIREMENTS

Education Level | Licensure | Work Experience

High school diploma or equivalent

One year experience translating, interpreting, or writing in multiple languages.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide accurate and culturally sensitive interpretation services during meetings, conferences, parent-teacher conferences, and other school-related events.
- Interpret spoken language between limited-English-speaking students, parents, and school staff to ensure clear communication.
- Translate written documents, including educational materials, notices, consent forms, and correspondence, from one language to another.
- Ensure the translated materials maintain the intended meaning and are linguistically and culturally appropriate for the target audience.
- Maintain strict confidentiality of all information obtained during interpretation or translation assignments, including student records and sensitive personal information.
- Communicate clearly and effectively in both languages to bridge language barriers.
- Ensure that all parties involved understand the message accurately.
- Be prepared to assist in emergency situations where immediate language interpretation or translation is necessary for the safety and well-being of students and their families.