



ADMINISTRATIVE ASSISTANT

TRANSLATOR | INTERPRETER

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant - Translator Interpreter	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources or Director of Department	PAY GRADE:	SAT-08 (District) SAT-06 (Department)
LOCATION:	Education Support Services	DAYS:	260
		JOB ID & DATE:	SAT-12 June 2023

JOB PURPOSE SUMMARY

Provide written and verbal translation services in Spanish and English. Assists school personnel and Spanish-speaking parents and students to communicate more effectively. Work involves oral and written translation from Spanish to English and from English to Spanish. Responsible for oral translations during parent / teacher and parent / administrator conferences, during administration of tests to students, and during emergency situations in which language is a barrier for resolving the situation. Employee is responsible for written translations from English to Spanish for such purposes as notification regarding school activities, student progress, disciplinary actions, etc. Employee is responsible for written translation from Spanish to English for such purposes as translation school records, medical records, notes from parents, etc. District level translator responsible for translating district communications and attending board meetings for the purpose of translation.

REQUIREMENTS

Education Level Details

High school diploma or equivalent
Bachelor's degree in Spanish or related field preferred.

License / Certification Required

A valid Colorado driver's license is required.

Interpreter Certification (or in the process of obtaining it) preferred.

Work Experience Required

3-5 years experience in translating/interpreting Spanish/English (in education field preferred)

Other Skills and Abilities Required

Ability to manage multiple priorities and tasks with frequent interruption.

Ability to work with students, parents, families and community members with diverse backgrounds and abilities.

Willing to work flexible hours

Ability to meet established deadlines

Strong communication skills, both orally and written in English and Spanish

Ability to interact with top level officials and all staff with tact, courtesy and diplomacy

Ability to work independently and follow through on assigned tasks.

Ability to prioritize and manage multiple projects.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Provide translation and interpretation services in Spanish and English.
- Manage the distribution, prioritization, and organization of translation and interpretation requests.
- Mentor, observe and provide feedback to independent contractors or district employees who want to provide translation services.
- Function as a communication link between limited English speaking families and Adams 14 school/district personnel, translating and/or interpreting faithfully and always conveying the thought, intent, and spirit of the speaker, while maintaining confidentiality, and impartial attitude, and professional demeanor at all times.
- Be adaptable to schedule changes and on call as needed providing translation/interpretation from home and/or school sites, as required by the specific task.
- Assist with department planning and communication across the District, interpreting for attendees at District meetings, disciplinary hearings and promoting interpretation services and best practice across the district.

District

- Assist in providing district wide translation and interpretation as well as bilingual communications within the district and to the community.
- Work collaborative with others to develop sustainable systems and structures for translation / interpretation services district-wide.
- Develop positive relationships with external translation/interpretation agencies.
- Coordinate, interpret and translate for staffing meetings related to ESL students.
- Interpret for parent-teacher conferences.

- Attend board meetings and other district-wide events to provide translation services.
- Provide interpretation in Spanish/English at district level attendance and discipline hearings, as necessary.
- Attend District and community meetings and events that focus on diversity and language issues.

Special Education (Department)

- Provide written translation services in Spanish/English for school/district- needs, including but not limited to: special education documents, including 504 Plans and Individualized Education Program (IEP), written information related to academic performance, expulsion letters, attendance contracts, student conduct notifications and contracts, school medical records and any other school and/or district forms, safety documents, and policies/procedures.

CLDE (Department)

- Translate official Culturally and Linguistically Diverse Exceptional (CLDE) documents, letters, announcements and other communication materials with standard, academic Spanish grammar and literacy

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, cafeterias, portable buildings and meeting room environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event. Employee may be required to work evenings and weekends

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____