

Job Title: **Manager, Translation Services**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **1221**
 FLSA Status: **Exempt - A**
 Pay Range: **L09**

SUMMARY: Responsible for directing coordinating, and implementing translation and interpretation services to support student learning and achievement throughout Adams 12 Five Star Schools. Manage and monitor Translation Services budget. Hire, supervise, and evaluate internal District Translator/Interpreters and external independent contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate the translation of non-English communications for the district and schools, including but not limited to, emergency school and district communications, Special Education documents, accountability reports, parent guides, forms, time-sensitive requests, and monthly school communications.	D	15%
2. Coordinate interpretation services for families for all school and district sponsored events. These events can include, but are not limited to, parent-teacher conferences, back to school night events, expulsion hearings, and Special Education meetings, etc.	D	15%
3. Monitor that all translation and interpretation procedures are followed and in compliance with Federal and local regulations and requirements. Navigate and troubleshoot any issues that arise with service providers.	D	15%
4. Manage and monitor the translation services budget/accounts and make recommendations to the culturally and Linguistically Diverse Education Director as needed so it aligns with the district finance guidelines. Collect, track, verify, approve, and submit invoices to Accounts Payable for payment.	W	15%
5. Serve as the primary translation services point of contact for the district during business hours, with flexibility based on the district and community needs.	D	10%
6. Hire, supervise, and evaluate internal District Translator/Interpreters and external independent contractors. Schedule and administer testing for identified staff seeking premium pay. Monitor the quality of interpretation and translated documents.	M/Q	10%
7. Collaborate with finance to select service providers (via the bidding process), forecast, and allocate funding. Verify services provided by multiple sources and prepare reports to forecast budget expenses and funding needs. Upon request, prepare quarterly and end-of-year reports of translation and interpreter services upon request completed by the translation team, independent contractors, and other district employees.	A	5%
8. Evaluate the qualifications of agencies and independent contractors. Ensure the proficiency of independent contractors providing translation services through a comprehensive screening and evaluation process. Analyze and monitor the evaluation results to develop a pool of district-approved resources for translation and interpretation services.	Q/A	5%
9. Develop and provide ongoing training for district employees and independent contractors providing translation services.	A	5%
10. Update the district's Translation Services website.	A	4%
11. Perform other duties as assigned.	Ongoing	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in management, liberal arts, Spanish or related field.
- More than five (5) years of experience in effective Spanish/English translation and interpretation, and community outreach.

- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facilities.
- Strong demonstrated proficiency in oral and written English and Spanish and ability to accurately translate and interpret both languages.
- Knowledge of diversity and cultural differences of families in the school district’s community.
- Effective crisis management and conflict resolution skills.
- Basic knowledge of district practices, processes and policies.
- Accomplished organizational skills and the ability to multi-task effectively.
- Knowledgeable of efficient scheduling practices and the ability to effectively manage dynamic schedules.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers, Microsoft word processing, Power Point, Excel, Publisher, Adobe, and various desktop publishing software packages, copy and fax machines required at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Culturally and Linguistically Diverse Education	5007

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	District Translator/Interpreter	5	090723
	Independent Contractors	20-25	NA

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manages a pre-approved budget allotment utilizing district guidelines
- Creates reports to forecast expenses and funding needs
- Prepares quarterly reports

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X

Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	