



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: DISTRICT BILINGUAL TRANSLATOR
REPORTS TO: Curriculum and Instruction Department **SITE:** District Office
CLASSIFICATION: Classified and Certificated – Variable
SALARY: \$0.10 per word
APPROVED BY THE BOARD OF TRUSTEES: February 8, 2018

JOB SUMMARY:

Under the general direction, the Bilingual Translator will translate and produce a variety of general, technical, legal documents, materials and script between English and designated language for District as needed.

ESSENTIAL FUNCTIONS:

1. Read, translate, and produce a variety of documents, materials, information bulletins, handbooks, correspondence and news releases; prepare drafts and finished, proofed translations; produce verbatim translations.
2. Produce idiomatic translations considering the type of material and readers' viewpoints; determine most accurate shades of meaning and make corrections as needed; review and edit translations for accuracy, context, readability and style; research reference materials.
3. Answer inquiries and interprets and explains words and phrases for meaning and appropriateness.
4. Use headphones and microphones during oral translations of meeting and presentations as necessary; use word processing equipment, computers and standard office equipment.
5. Maintain positive relationships with students, parents, staff and community. Uses Spanish translation expertise to bridge gaps in where a common language is not spoken. Facilitates communication for people with limited English proficiency.
6. Maintain confidentiality of sensitive information.
7. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience:

- Any combination of training, experience, and/or education equivalent to completion of college-level courses in the designated foreign language and experience in translating written documents and providing oral interpretation, preferably in a school environment.

Special Requirements:

- Two or more years' experience in translating language Spanish or other language to English or English to Spanish or other language for individuals or group setting is preferred.
- Must complete a pre-employment bilingual proficiency exam, specific document to be translated for evaluation and assessment.

KNOWLEDGE OF:

- English vocabulary and that of the designated language equivalent to a person who has graduated from a recognized college or university in the designated language country.
- Reading and writing English communication skills and a "native" knowledge of another designated language.
- Modern computers, office equipment and application software.

EXPERIENCED WITH:

- Read, speak and write effectively and to express thought between languages, which is structurally, grammatically, and idiomatically correct.
- Recognize diacritical errors and apply proper formatting to languages.
- Give directions clearly.
- Estimate translation time for assignments and to produce copy ready materials within strict timelines.
- Establish and maintain effective working relationships with others; cultural needs and issues of English language learner families.
- Plan and organize work.
- Meet schedules and time lines.
- Follow oral and written instructions with a minimum of directions.
- Act in a professional and positive manner.
- Use tact, patience and courtesy.
- Work effectively with children, adolescents and adults; school staff; and agency representatives.
- Work confidently with discretion.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.

OTHER REQUIREMENTS:

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing; evidence of freedom from active tuberculosis (CA Education Code section 49406)

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.