

Position:	Interpreter/Translator - Spanish	FSLA: Non-exempt
Department:	Educational Services/State and Federal Categorical Programs	Salary Grade: 20
Reports to:	Director of State and Federal Categorical Programs or Designee	

NOTE: Although the terms translation and interpretation are often used interchangeably, by strict definition, translation refers to the written language, and interpretation to the spoken word. An Interpreter communicates for others between English and the designated foreign language solely through the use of oral interpreting methods. This position provides direct services to parents, students, and staff.

### OVERALL OBJECTIVE AND SUMMARY

Under the Direction of the Director of State and Federal Categorical Programs or Designee, translates technical, educational, legal, and general materials between English and Spanish. Provides English/Spanish interpretation services for parents, students, and staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide accurate assessment of students in English and Spanish in listening, speaking, reading and writing using the California English Language Development Test, IDEA Proficiency Test, and other state mandated assessments.
- Prepares and disseminates (as appropriate) written translations of IEPs, legal materials, workbooks, news articles, examinations, other instructional and educational materials, bulletins, correspondence, minutes, and forms.
- Provide accurate interpretation for district employees who have responsibility for administering other assessments determined through the IEP process (i.e., psychological, speech and hearing).
- Provide Spanish translation of various information posted on the district's web page.
- Provide interpretation for parents during enrollment, suspensions, expulsions, IEP meetings, District English Learner Advisory Committee and other parent meetings.
- Reviews translated material submitted by District personnel and of other Translators and edits for accuracy of meaning, grammar, and syntax.
- Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
- Uses office computers in preparing translations.
- The Translator/Interpreter (Spanish) prepares written translations of technical, educational, and general material for use by District personnel and may also act as an interpreter for district employees.

- The Translator-Interpreter prepares written translations of technical, educational, and general material for use by District personnel, parents, and the public and provides simultaneous interpretations at District meetings, including the use of headphones and microphones, when available.
- Ensure that translations retain the content, meaning, and feeling of the original material.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Compile terminology and information to be used in translations, including technical terms such as those for educational material.
- Listen to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems when available.
- Proofread, edit, and revise translated materials.
- Read written materials such as assessment information, teacher manuals and rewrite material into Spanish.
- Translate messages simultaneously or consecutively into Spanish while maintaining message content, context, and style as much as possible.
- Adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary.
- Follow ethical codes that protect the confidentiality of information.
- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge of:

- Grammar, spelling, punctuation, syntax, and idiomatic usage of English and Spanish.
- English and Spanish equivalent translations of general, technical, and subject-matter terms.
- Special Education language, documents, and procedures.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Modern office procedures, methods, and equipment including computers.
- District organization, operations, policies, and objectives.

### Ability to:

- Demonstrate the ability to speak, read, and write fluently in English and Spanish.
- Read, speak, and write effectively in idiomatic English and Spanish
- Work without technical supervision.
- Be attentive to detail and take responsibility for accuracy of translation.
- Edit articles for publication in English and Spanish.

- Maintain confidentiality of sensitive information.
- Establish and maintain effective working relationships with District personnel and the public.
- Proficiently use and operate a computer and keyboard.
- Identify and correct translation errors.
- Utilize online resources.
- Travel to multiple sites.
- Operate a personal computer and peripheral equipment using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, fax and copier.
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written directions.

### PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words, letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- The ability to reach and pull materials from files and shelves.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

### EDUCATION AND EXPERIENCE GUIDELINES

Graduation from high school and two years of college is desired. Two years of experience in addition to that required may be substituted for the higher education requirement. If the experience substitution is used, graduation from high school or evidence of equivalent educational proficiency is required. One year of experience in composing, editing, proofreading, or translating materials in English and Spanish for widespread dissemination or publication is desired.

### LICENSES AND CERTIFICATES

A valid California Driver License.