

JOB DESCRIPTION
San Diego County Office of Education

COMMUNICATIONS INTERPRETER/TRANSLATOR

Purpose Statement:

Under general supervision, the Communications Interpreter/Translator translates technical, educational, fiscal, medical, legal, general, and complex written materials; provides simultaneous and consecutive interpretation for a variety of formal and informal meetings and in support of SDCOE programs; and coordinates the scheduling of County Office interpreter/translator functions.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Distinguishing Characteristics:

The Communications Interpreter/Translator classification is distinguished from positions receiving a bilingual stipend and bilingual job classifications in that they provide written translation of technical, educational, fiscal, medical, legal, general, and relatively more complex material for use by County Office personnel, parents, professionals, and the public, while latter classes apply bilingual skills as an adjunct to the performance of their essential functional duties.

Essential Functions:

- Ensures consistency of interpretation and translation services by determining standard terminology and reviewing the work produced by SDCOE staff for grammar, semantics, spelling, correct formation of words, syntax, accuracy, and consistency.
- Develops and disseminates information to SDCOE administrators, employees, and district stakeholders on the availability and accessibility of translation and interpretation services for any languages requested.
- Communicates with clients and resolves concerns related to the translation or interpretation services of the County Office.
- Assists with handling inquiries from non-English speaking members of the public when they contact the county office; provides information and direction and routes calls and email inquiries as needed.

- Formats translated text in a variety of software applications to replicate original document's style.
- Provides "voice-over" narration in the designated language(s) for audio or video recordings.
- Provides information on professional development opportunities for staff providing bilingual services.
- Provides translation services for a variety of SDCOE platforms and materials such as the website, press releases, social media, videos, and direct messaging to students, teachers, staff, and other members of the public.
- Prepares accurate, and grammatically and idiomatically correct written translations of materials, including documents, brochures, guides, policies, forms, correspondences, procedures, and reports for the County Office.
- Supports SDCOE programs and departments by reviewing translations as requested and making recommendations for accuracy or improvement.
- Provides in-person, remote, or over the phone simultaneous or consecutive interpretation at school, community, and district meetings such as expulsions/suspension hearings, Local Control and Accountability Plan community forums, parent meetings and events, and Board of Education meetings in the appropriate register and tone depending on the recipients and cultural appropriateness.
- Reviews, edits, and proofreads complex materials – including those translated into another language –for accuracy, grammar, and syntax.
- Coordinates and monitors the completion of larger translation/interpreting projects with outside vendors to ensure that jobs are accurate and delivered on time.
- Researches information from a variety of sources for the purpose of providing information and recommendations to leadership for decision making on translation issues, including translation and interpretation support in multiple languages.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Grammar, semantics, morphology, phonemes, spelling, punctuation, syntax, and idiomatic usage of English and the designated non-English language(s);

English and the designated non-English language(s) equivalent general, technical, educational, fiscal, nutritional, medical, scientific, legal, and mechanical terminology;

Simultaneous and consecutive interpretation techniques;

Ethics and standards of practice for translation and interpretation;

Operation of interpretation equipment such as headphones, microphones, transmitters, and receivers;

Microsoft Word, Excel, and PowerPoint and Adobe Acrobat;
Cultural nuances of designated non-English language(s).

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Speak, read, write and translate fluently;

Translate a wide variety of written materials, understand and participate in bilingual conversations, with a high degree of precision of vocabulary and fluency;

Read and comprehend various styles and forms ranging from moderately difficult prose to highly colloquial writing;

Use headphones and microphones during oral translations of meeting and presentations as necessary;

Maintain professional conduct within the role of interpreter while being sensitive and courteous with non-English speaking parents and students;

Work independently with minimal direction;

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;

Establish and maintain effective working relationships with those contracted in the course of work.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document, and:

Experience: Four (4) years of experience composing, editing, and translating written materials and providing consecutive and simultaneous interpretation in English and the designated non-English language.

Equivalency: A combination of education and/or experience equivalent to a high school

diploma and four (4) years of experience composing, editing, and translating written materials and providing consecutive and simultaneous interpretation in English and the designated non-English language during one-to-one and group situations.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 056

Personnel Commission Approved: July 1, 2024