



Interpreter/Translator

Purpose Statement

The Interpreter/Translator facilitates communication between non-English-speaking students, parents, guardians and English-speaking school district personnel. This role also involves converting written documents from one language into another to support effective communication and understanding within the school district.

Supervisory Relationship

Reports to: EL Coordinator

Essential Functions

- **Oral Interpretation:** Provide accurate, neutral, and impartial interpretation during meetings, parent-teacher conferences, and other school-related events.
- **Written Translation:** Translate written documents, including school notices, reports, and instructional materials, ensuring clear and precise communication.
- **Cultural Mediation:** Bridge cultural gaps by understanding and communicating the cultural context of both the source and target languages.
- **Confidentiality:** Adhere to confidentiality laws and policies, ensuring all communications are handled with the utmost discretion.
- **Support Services:** Assist school staff in understanding cultural nuances and language barriers that may affect communication with non-English-speaking families.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- General English literacy and numeracy skills
- Proficiency in a second language
- Strong verbal and written communication skills
- Ability to provide accurate, neutral, and impartial translations and interpretations
- Effective interpersonal and cultural mediation skills

Knowledge

- Understanding of general U.S. culture
- Knowledge of the culture and language of the people being interpreted for
- General knowledge of U.S. school rules, expectations, and confidentiality laws

Abilities

- Work effectively with diverse groups
- Maintain confidentiality and handle sensitive information
- Adapt to changing work priorities and handle interruptions
- Produce accurate translations without omissions, alterations, or additions

Experience

Proficiency in English and a second language

Experience in interpretation and translation in an educational setting

Work Environment

Job generally involves significant standing, walking, and interaction with students, parents, and school staff. Performed in various school settings and occasionally in external locations.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

As per hourly rate on Support Staff Salary Schedule