

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSLATOR/INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned Supervisor, provide oral translation of communications and written translation of correspondence, forms, letters, flyers, reports and other documents between English and designated second language; serve as an interpreter for meetings, assemblies, conferences and other events; provide written and simultaneous oral translation for complex District, Special Education meetings and other District programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Translate documents, forms, letters, notes, reports, presentations and various other correspondence and materials from English to a designated second language, and from a designated second language to English using methods such as simultaneous, consecutive and sight interpretation; proofread and assure accuracy of translated materials; review, edit and revise translations; maintain confidentiality of sensitive information.

Provide translation services to facilitate communications between various individuals; communicate with staff, administrators, teachers, students, parents and others in English and a designated second language; serve as an interpreter for meetings, assemblies, conferences, presentations or other events.

Translate complex District policies, forms, notices and correspondence; review complex translated material submitted by District personnel and edit for accuracy of meaning, grammar and syntax as directed.

Assist in the development, preparation, and writing of materials and communications in a designated second language; develop and compose flyers, bulletins, announcements, handbooks, registration packets, rubrics, subject tests, letters, agendas, minutes, forms, surveys, checklists, presentations and other communication media in English and a designated second language.

Prepare written and oral translations such as Individual Education Programs (IEP's), behavioral contracts, psychological, speech and language, physical therapy, occupational therapy and adaptive physical education evaluations and/or assessment; provide translation and interpretation of technical, educational, legal and general materials as directed.

Initiate and receive telephone calls and emails; reply to inquiries and provide assistance to callers, visitors and others regarding educational resources and services in a designated second language; respond to inquiries and provide information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Assist with coordinating and arranging translation services for students and families as assigned; receive and respond to translation requests; develop and maintain a continuous schedule of materials to be translated.

Provide simultaneous interpretations at District meetings such as parent meetings, hearings, conferences, team meetings, workshops, ELAC and DELAC meetings; utilize interpretation equipment such as microphones and receivers; advise students, staff, parents and others regarding interpretation equipment.

Travel to various District sites, offices and other locations to provide translation, interpretation and educational support services as needed; drive a vehicle to conduct work.

Operate a variety of office equipment including a copier, printer, copier, interpretation equipment, fax machine, a computer and assigned software.

Communicate with administrators, personnel, parents, and outside agencies to exchange information and resolve issues or concerns.

Perform various clerical duties in support of assigned functions as required; prepare routine correspondence; duplicate and distribute materials; type and input data into an assigned computer system.

Prepare and maintain a variety of reports, records and files related to translation requests and assigned activities.

Explain word meaning and phrases and serve as a technical resource to administrators and other District personnel.

Substitute for or relieve other office personnel as directed including providing daily lunch and break coverage for the receptionist.

Attend and participate in workshops, conferences or in-service training programs as assigned; take and transcribe meeting minutes.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, syntax, semantics, spelling and punctuation of English and a designated second language.

Simultaneous and consecutive interpretation techniques.

Operation of a computer and assigned software.

Dictionaries, thesauruses and reference books to find closest equivalent for translation terminology and phraseology.

Different dialects, regionalisms, idiomatic expressions and cultural sensitivity.

Operation of interpretation equipment.

District organization, operations, regulations, policies and objectives related to position.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Basic public relations techniques.

ABILITY TO:

Provide oral and written translation services to facilitate communications in a variety of settings using methods such as simultaneous, consecutive and sight interpretation.
Read, write, translate and interpret English and a designated second language.
Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and a designated second language.
Serve as an interpreter for meetings, assemblies, conferences and other events.
Deconstruct base language and reconstruct it in a target language to assure the meaning of the source text is retained.
Provide grammatically correct, well-expressed final version of translated in an assigned software program.
Interpret during lengthy meetings and conferences.
Answer telephones and greet the public courteously.
Proofread and edit final translated versions.
Meet schedules and timelines.
Complete work with many interruptions.
Use internet and email research tools during translation process.
Learn, interpret, apply and explain policies, procedures, rules and regulations.
Perform general clerical work of above average difficulty.
Maintain confidentiality of sensitive information.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Type and input data at an acceptable rate of speed.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: Two years of experience translating and interpreting materials and communications between English and a designated second language.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing or pulling light objects.

Reaching overhead and above shoulders.