

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: TRANSLATOR/RECEPTIONIST

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:

Perform receptionist duties at an assigned District office or department; operate a centralized multi-line telephone system directing calls to appropriate personnel; receive and transmit messages.

Greet and assist visitors; screen and direct visitors to appropriate offices, school sites and personnel; distribute a variety of materials to visitors; 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.

Translate documents, forms, letters, flyers, handbooks, newsletters, notices, reports, presentations behavioral contracts 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 District policies, forms, notices, blackboard messages and correspondence; review complex translated material submitted by District personnel and edit for accuracy of meaning, grammar and syntax as directed.

Perform general clerical support duties including filing, photocopying, typing, collating, assembling and distributing a variety of materials; receive and send emails.

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.

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, fax machine, a computer and assigned software.

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

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

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:

Operation of a centralized multi-line telephone system and related equipment.

Telephone techniques and etiquette.

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

Simultaneous and consecutive interpretation techniques.

Different dialects, regionalisms, idiomatic expressions and cultural sensitivity.

Operation of interpretation equipment.

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:

Greet, screen and direct callers and/or visitors.

Answer telephones and operate a centralized multi-line telephone system.

Read, write, translate and interpret English and a designated second language.

Serve as an interpreter for meetings, assemblies, conferences and other events.

Provide grammatically correct, well-expressed final version of translated in an assigned software program.

Proofread and edit final translated versions.
Meet schedules and timelines.
Complete work with many interruptions.
Learn, interpret, apply and explain policies, procedures, rules and regulations.
Perform general clerical work.
Operate a variety of office equipment 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.