

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

TRANSLATOR

**POSITION
DESCRIPTION:**

Directly responsible to the Assistant Superintendent of Pupil Services the translator performs translations of legal, curricular, and informational documents for parents and students, to include interpretations of oral communication; and conducting technical interpretations of data for analysis at both the local and State level. Perform other related work as directed in order to support a safe and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Translates and interprets a variety of materials, documents such as terminology, policies, procedures, and laws accurately
2. Composes routine correspondence in Spanish and English
3. Translates/interprets highly technical and legal communication for Parents/teachers regarding students at District expulsion, SARB, and administrative hearings
4. Creates comprehensible graphs, charts, and reports.
5. Informs parents and students of District and community resources
6. Interprets for parents at District and school site meeting
7. Maintains the security of confidential records for English Learners
8. Provides translation/interpretation services for special needs students
9. Responds to administrative communication needs for the protection of families of English Learners regarding health and emergency information
10. Reviews, evaluates, and makes recommendations regarding the purchase of bilingual materials
11. Translates/Interprets for District departments and schools to maintain communication at local and State level for parents
12. Reports all safety, sanitary, and fire hazards to their supervisor
13. Communicates and works cooperatively with sites and co-workers
14. Attends trainings and meetings as directed
15. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License
- Speak, read, write Spanish
- Type accurately at a speed not less than 30 net words per minute

Knowledge of:

- Basic computer skills
- English/Spanish usage, spelling, grammar, and punctuation
- Principles of basic record keeping

Ability to:

- Perform basic math, including fractions, percents, and ratios; to read and write technical, legal, and academic Spanish
- Gather, collate, and/or classify data utilizing complex processes, and to design comprehensible graphs, tables, and charts
- Work under limited supervision
- Create documents, graphs, reports, and tables to convey information; and to facilitate translation for legal and large group purposes
- Perform multiple technical tasks in both English and Spanish with a potential need to upgrade skills in order to meet changing job conditions
- Perform simultaneous and consecutive interpretation with a high degree of accuracy
- Work with others in a wide variety of circumstances using Spanish and English
- Provide accurate and objective translations in order to decipher information of delicate family and District matters
- Be attentive to detail, meeting deadlines and schedules, and working under time constraints
- Translate documents using appropriate level of vocabulary as well as correct punctuation, spelling, and grammar
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

TRANSLATOR

EXPERIENCE:

Required:

- Three years of related experience working with language minority families in an educational setting, and interpretation/translation with diversified clients, are prerequisites
- Two years of paid experience performing translating/interpreting work to and from English and Spanish is required

EDUCATION:

Required:

- High school diploma or equivalent, supplemented by college-level or professional organization course work/training, or equivalent
- To be in compliance with the No Child Left Behind Act, applicant must meet one of the below requirements:
(A) Complete a minimum of 48 college credits; **OR**
(B) Obtain an associate's (or higher) degree; **OR**
(C) Successfully pass a District-developed test assessing your knowledge of, and ability to assist in instructing reading readiness, writing readiness and mathematics readiness

WORKING CONDITIONS:

Environment:

- Busy and fast paced office/school setting
- Extensive public contact

Physical Demands:

- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Seeing to read and compose written materials
- Operating a computer keyboard for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Sit and drive in a vehicle
- Extended viewing of computer monitor
- Moderate physical labor