

TRANSLATOR/INTERPRETER, SPANISH

Definition:

Under the direction of the Director of Categorical Programs and Grants, the District Translator is responsible for translation work of various documents and activities into second language or English; attending a variety of meetings and serving as second language/English translator and serving as a resource to other district personnel requiring assistance with non-English speaking persons.

Qualifications:**Education/Experience:**

- Bachelor's in Spanish/English/Culture and Communications, or the equivalent in related service
- 5 years successful Translation/Interpretation experience
- High School Diploma or equivalent

Knowledge of:

- Fully Literate in required second language
- Translating written documents and advanced computer literacy
- Preparing and maintaining accurate records
- Correct English and second language vocabulary, spelling, grammar and punctuation
- Working with a significant diversity of individuals and/or groups
- Problem solving to analyze issues and create action plans.
 - Applying common sense understanding to carry out instructions furnished in written, oral or diagram form.

Essential Duties and Responsibilities:

- Facilitates interpreter attendance at a wide variety of meetings, hearings, and/or interviews for serving as an interpreter of second language and English conversations.
- Participates in workshops, conferences and/or meetings for the purpose of maintaining skills for professional growth and/or conveying information.
- Prepares a wide variety of documents (e.g. handbooks, testing materials, eligibility reports, calendars, manifestation hearing reports, etc.) for the purpose of providing/translating materials in second language and/or English.
- Reads a variety of materials (e.g. letter, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEPs), etc.) for the purpose of interpreting materials in second language and/or English.
- Translates verbatim and idiomatic materials and conversations to/from English and a second language for the purpose of ensuring accuracy of information.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.
- Facilitate communication for people with limited English proficiency.
- Keep an inventory of all translations, by languages, completed.
- Maintain a bank of documents translated.
- Make translated documents available to all the district schools and parents via the department's website.
- Schedules and selects translators for special district meetings.
- Assist in the delivery of staff development activities for non-instructional personnel.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.