

Sonoma County Office of Education – Job Description

Classified

EDUCATIONAL TRANSLATOR/INTERPRETER

Definition:

Provides language interpretation and translation for students, staff and families in various environments as scheduled. For the purposes of this job description, interpretation is defined as spoken conversion of one language to another, and translation is the written conversion of one language to another.

Distinguishing Characteristics:

This job classification provides interpretation and translation services for students and families whose primary language is not English.

Supervision Exercised and Received:

Employees in this class receive indirect to general supervision from an administrator within a well-defined framework of policies and procedures.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Performs oral interpretation during meetings, such as IEP meetings, hearings, and other times as assigned.
- Performs written translation of IEPs, assessment reports, forms, communications, discipline reports, report cards, and related documents. Assists by interpreting for parents and staff the meaning of words and phrases.
- Assists staff in phoning Spanish or other non-English speaking parents/guardians regarding curriculum homework, matters related to meetings, and/or disciplinary concerns.
- Assist in administration of tests.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- May be required to drive, based on program needs.
- May work independently with individuals or groups.
- Follows interpreter/translator code of ethics, including standards for confidentiality of information.
- Participates in ongoing training to keep skills proficient.
- Performs a variety of clerical tasks related to this position such as maintaining a log.
- Translates written materials, as assigned, into professional format as requested.
- Helps with in-services for staff on use of interpretation and translation services.
- Clearly provides schedule of availability and commitments to necessary staff.
- Performs other duties as required to accomplish the objectives of the position.
- Makes effective use of materials, media, audio-visual, equipment and supplies.

- May Prepare materials to include worksheets and manipulatives.
- May perform a variety of clerical tasks, including typing, making copies, collating, gathering resource information and materials, filing, food program record keeping, fundraising activities, answering phones, taking and relaying messages, word processing.
- Maintains informational and operational records and files.
- May assist staff with monitoring students for the purpose of translation.

Employment Standards:

Knowledge of:

- General information of the special education process and special needs students;
- Basic IEP document structure and format.
- Basic differences and structures of the English language system and a second language system.
- Requires sufficient command of English and second language usage, spelling, grammar, and punctuation to prepare professional correspondence and standardized reports.
- Requires sufficient keyboarding skill to perform data entry onto pre-formatted screens and to compose correspondence at a rate sufficient for successful job performance.
- Requires sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Record-keeping methods and requirements as established by the department.
- Safe work practices.

Ability to:

- Interpret and translate between two languages, one of which is English.
- Perform interpretation and translation to assist in the development of students' Individual Education Programs document;
- Perform interpretation and translation to assist in the instruction of students, including reading, writing, and math skills;
- Locate, understand, and translate written information in prose and documents, including manuals, textbooks, graphs, and schedules in English, and in a second language.
- Accurately follow assigned schedule that may change frequently;
- Report to assigned work in a timely way on a consistent basis;
- Be flexible to function in a variety of school and school related settings;
- Follow instructions accurately included written, and oral directions
- Must be able to perform all of the relevant duties of the position with only indirect and general supervision.
- Must be able to write correspondence in a professional manner and tactfully communicate in both oral and written forms; communicating thoughts, ideas, information and messages in English and a second language.
- Requires the ability to maintain confidential and sensitive information.
- Must be able to prioritize work in order to meet deadlines and maintain schedules.
- Must be able to work effectively as part of a team devoted to customer service.
- Establish and maintain cooperative working relations with those contacted during performance of job duties.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- NCLB requirements for paraprofessionals working in Title I programs:

Required:

- High school diploma or the equivalent, **and**
- Pass a local assessment of knowledge and skills in assisting in instruction, and
- Formal or informal education or training that ensures the ability to communicate fluently in two languages, one of which is English.

Preferred:

- Two years of college (48 units), **or**
- A. A. degree (or higher).

Experience:

Preferred:

- Minimum 2 years experience in language interpreting and translation.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.

Work environment:

- Walking on uneven ground when outdoors.
- May be exposed to chemicals contained in cleaning products.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: January 31, 2022
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission