COORDINATOR OF TRANSLATIONS AND COMMUNITY BILINGUAL SERVICES

Purpose Statement

The job of Coordinator of Translations & Community Bilingual Services is done for the purpose of conveying information in a language understandable to the targeted audience, grading the Spanish language position of new employee examinations; ensuring the accuracy of grammar, syntax and content of translated material; and documenting translation requests. Responsibilities include translating for school related activities, meetings, or individual conversations and coordination of Bilingual Interpreters and Translators personnel duties district wide.

Essential Functions

- Reads, translates, and produces a variety of documents, materials, information bulletins, handbooks, correspondence and news releases; prepares drafts and finished, proofed translations; produces verbatim translations
- Produces idiomatic translations considering the type of material and reader's viewpoints; determines the most accurate shades of meaning and make corrections as needed; reviews and edits translations for accuracy, context, readability and style; researches reference materials
- Contacts libraries, universities, and specialists to obtain the services of translators in Spanish; contacts schools and district offices to clarify terms to be translated and to discuss necessary changes
- Provides simultaneous interpretations, using Spanish, for schools, community and district functions; attends meetings as necessary; translates and interprets minutes of meetings; abstracts or summarizes materials
- Utilizes headphones and microphones during oral translations of meetings and presentations as necessary; uses word processing equipment, microcomputers and standard office equipment
- Reviews native language performance and provides written assessment of the native language proficiency of potential employees as assigned
- Plans and conducts workshops for schools as assigned; travels to schools and offices as necessary
- Supervises and manages personnel that provide translation and interpreter services
- Administers assessment for English learners when necessary
- Other duties as assigned

Job Requirements & Skills

KNOWLEDGE of English vocabulary and that of the Spanish language equivalent to a person who has graduated from a recognized college or university in the Spanish language country; reading and writing English communication skills and a native knowledge of the Spanish language.

ABILITY to read, speak and write effectively and to express thought between languages, which is structurally, grammatically, and idiomatically correct; operate a keyboard in both languages at a net corrected speed of 25 words per minute; interpret nuances of languages; recognize diacritical errors and apply proper formatting to languages; give directions clearly; estimate translation time for assignments and to produce copy ready materials within strict timelines; to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment; flexibility to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; work with data of varied types and/or purposes; use independent problem solving to analyze issues and create action plans; displaying tact and courtesy; adapting to changing work priorities; being attentive to detail; establishing and maintaining effective working relationships, communicating with

diverse groups; ability to present subject expert reports to the public and electe4d officials; working as part of a team; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Three to five years' experience in translating Spanish or other language to English or English to Spanish or other language for individuals or group setting is preferred

Certificates & Licenses
Valid Drivers License

Education
BA/BS and any combination of training, experience and/or completion of two years of college level courses in the Spanish language and experience in translating legal and/or technical written documents and providing oral interpretation, preferably in a school environment

Clearances
Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening

Required Testing
Successful Completion of Pre-Employment Process

Supervision
Executive Director of Administrative Services

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade
Range 14A

Continuing Education/ Training
Training attendance at workshops as appropriate

Work Year
230 Days