

CLASSIFIED JOB DESCRIPTION

TRANSLATOR/INTERPRETER

JOB SUMMARY:

Translates instructional materials and resources for District-related programs; administers examinations to assess and certify Spanish interpretation and translation language proficiency of classified, certificated employees, and/or applicants; performs oral interpretations; develops, edits, translates, and prepares complex and specialized written translations to and from English/Spanish; performs a wide variety of clerical duties; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Translates instructional materials and resources for District-related programs.
- Translates technical and non-technical documents, brochures, bulletins, promotional and curricular materials.
- Performs complex writing tasks both in English and Spanish.
- Provides simultaneous interpretation and assists as needed at Board of Education meetings, parent meetings, District Advisory Council/District English Learner Advisory Committee, and other meetings.
- Researches information on specific subjects for translation purposes.
- Reviews/edits translations by others.
- Maintains records related to bilingual tests.
- Assists Spanish-speaking parents with information; helps in development of parent leadership.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Highly proficient in English and Spanish oral and written communication.
- Three years of full-time successful experience translating and interpreting from English to Spanish and vice versa in either a public or private institution is highly desirable.
- Ability to: Communicate effectively with groups; perform simultaneous interpretation; apply protocols used to assess Spanish language oral and written skills, as prescribed by coordinating institutions (e.g., Chula Vista Elementary School District, American Council on the Teaching of Foreign Languages); correctly express thought and translate grammatically and idiomatically; interpret nuances from English to Spanish and from Spanish to English; follow oral and written directions; maintain the security of sensitive, confidential, and privileged information; and work cooperatively and collaboratively with others under pressure.
- Knowledge of: Techniques and methodologies to assess Spanish oral and written skills; correct English and Spanish vocabulary, spelling, and grammar rules; modern office practices and procedures, including the preparation of various forms of correspondence.

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- Adept in the use of software programs (Word, PowerPoint, Excel, Publisher) and computer literacy to operate computerized equipment.
- Type at a speed of 55 net words per minute in English and Spanish.
- High school diploma or GED required.
- Graduation from a four-year college program or equivalent is highly desirable, including or supplemented by courses in translation and interpretation in English and Spanish, and computer applications for the office. Willingness and ability to undergo training and obtain certification to administer oral and written proficiency tests targeting the Spanish language.
- **Applicable Credentials:**
Knowledge, skills, and abilities required for this position would typically be acquired through graduation from a four-year college or university, and are highly desirable.
- **Training and Experience:**
Evidence of increasingly responsible experience in communications, translation/interpretation, superior presentation, and analytical skills.

Classified Salary Schedule: Range 34
BOARD APPROVED: 08/10/16
REVISION DATES: 05/30/18
07/17/23
08/09/2023