

SUPERVISORY JOB DESCRIPTION

COMMUNICATIONS SUPERVISOR

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- Plans, conducts, and coordinates interpretation and translation services.
- Translates instructional materials and resources for District-related programs.
- Translates technical and non-technical documents, brochures, bulletins, and curriculum programs.
- Performs complex writing tasks.
- Administers Spanish tests to bilingual applicants and employees.
- Provides simultaneous translation and assists as needed at parent meetings, DAC, DELAC, 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.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Must have had two years of full-time recent successful experience translating and interpreting from English to Spanish and vice versa in either a public or private institution.
- Ability to: Communicate effectively with groups, perform simultaneous interpretation, apply protocols used to assess Spanish language oral and written skills, as prescribed by coordinating institution (e.g. CVESD, ACTFL); express thought and translate in writing grammatically and idiomatically correct; interpret nuances from English to Spanish and from Spanish to English; follow oral and written directions; and work cooperatively 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; and modern office practices and procedures, including the preparation of various forms of correspondence and computer literacy to operate computerized equipment.
- Supervise District training for interpreters and translators.
- Oversee translation of District documents.
- Graduation from a two- or 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 strong classification would typically be acquired through graduation from a four-year college or university.

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- **Training and Experience:**
Evidence of increasingly responsible experience in communications, superior presentation and analytical skills.
 - Proficiency in Spanish, both oral and written communication.
 - Multiple Subject Teaching Credential desirable.

Supervisory Salary Schedule: Range 18
BOARD APPROVED: 11/13/13
REVISION DATES: