

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT TRANSLATOR (Range 22)

BASIC FUNCTION:

Under direction of an assigned supervisor, serve at the District level providing written translation and oral interpreting services.

REPRESENTATIVE DUTIES:

Perform District wide technical translations including translations of policies, rules and regulations, special education documents including Individualized Education Plans (IEP's), assessments for the instructional program or other translations requiring technical vocabulary. *E*

Interpret for disciplinary hearing panels including suspension and expulsion hearings, special education meetings and mediation conferences. *E*

Perform duties in a confidential manner using discretion and sensitivity. *E*

Perform District wide non-technical translations including translation of meeting notices, minutes, parent conferences, brochure, booklets, letters or other translations of a general or routine nature. *E*

Interpret for all District advisory committees, Board of Education, Superintendent and Cabinet. *E*

Provide translator/interpreter services as needed to other District personnel as assigned by supervising administrator. *E*

Record District wide notifications and radio interviews for schools and programs in a foreign language. *E*

Review and assess the foreign language proficiency of applicants for positions, as needed, at the request of Human Resources. *E*

Assist with staff development for various classifications as needed. *E*

Maintain District interpreting equipment, organize calendar of use and provide training for personnel on the use of the equipment. *E*

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Structure, vocabulary, grammar, spelling, punctuation, word usage, idioms, technical terminology and pronunciation in English and other languages as assigned.

Working knowledge of the programs and departments needs of the District.

Specific knowledge of Special Education Support Program (SESP) IEP software for translation purposes.

ABILITY TO:

Read and write effectively and with high level of proficiency in English and/or other languages as needed.

Ability to produce written material in appropriate, grammatically correct languages as needed.

Proficient use of the computer, interpreting equipment and District-wide notification system.

Ability to use all modes of interpretation: simultaneous, consecutive and sight.

Ability to prepare translated material in an accurate and precise form.

Ability to be flexible in order to meet schedules and timelines.

Ability to work independently.

Ability to establish and maintain effective working relationships with others.

Type at an acceptable rate of speed for composition of materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, demonstrated bilingual/biliterate skills and two years translating complex materials from English to Spanish or other language, or from Spanish or other language to English as appropriate.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to speak, read and write fluently in a second designated language.

Certificate from accredited Interpreting and/or Translation training program preferred.

Valid California driver's license and evidence of insurability.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

School site environment.

Community site environments.

Travel throughout District sites

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read various materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing for extended periods of time.