

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Translation Services Specialist	FLSA:	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	SALARY GRADE:	16
REPORTS TO:	Assistant Superintendent, Student Services and Support or Designee		

NOTE: Although the terms translation and interpretation are often used interchangeably, by strict definition, translation refers to the written language, and interpretation to the spoken word. An Interpreter communicates for others between English and the designated foreign language solely through the use of oral interpreting methods. This position provides direct services to parents, students, and staff.

OVERALL OBJECTIVE AND SUMMARY

Under the Direction of the Assistant Superintendent of Student Services and Support or Designee, translates as well as facilitates the translation of technical, educational, legal, and general materials between English and other languages. This position provides and facilitates interpretation services for parents, students, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates District-wide services as needed for interpreting and translations for all languages.
- Create electronic forms as needed for student, staff, and District programs for District-wide use in all languages.
- Schedule translation services for the staffing necessary to complete requested interpretation and translation services following all relevant processes.
- Receive, process, and monitor District-wide interpretation and translation requests for all languages, and complete corresponding work orders, time tracking, and administrative tasks.
- Update translation services web page to keep processes, forms, and other relevant information current.
- Arranges with District schools and departments to facilitate translation of documents District-wide.
- Assist with administrative tasks related to the budget for translation and interpretation services, request necessary quotes from vendors, and assist with vendor contract renewals.
- Facilitate communication with District families and staff to inform stakeholders of available interpretation and translation services.

- Provide updates as needed and emergency notification to District families via electronic communication and voice message.
- Assist District families with enrollment, transportation needs, and accessing other student services.
- Schedule interpreters to support during District events, including but not limited to parent workshops and graduation ceremonies.
- Prepares and disseminates (as appropriate) written translations of IEPs, legal materials, workbooks, news articles, examinations, other instructional and educational materials, bulletins, correspondence, minutes, and forms.
- Provides accurate interpretation for District employees who have responsibility for administering other assessments determined through the IEP process (i.e., psychological, speech and hearing).
- Prepares or arranges for translation of various information posted on the District's web page.
- Provide interpretation for parents during enrollment, suspensions, expulsions, IEP meetings, District English Learner Advisory Committee and other parent meetings.
- Reviews translated material submitted by District personnel and of other Translators and edits for accuracy of meaning, grammar, and syntax.
- Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
- Uses office computers in preparing translations.
- Prepares and arranges for written translations of technical, educational, and general material for use by District personnel, parents, and the public and provides simultaneous interpretations at District meetings, including the use of headphones and microphones, when available.
- Ensure that translations retain the content, meaning, and feeling of the original material.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Compile terminology and information to be used in translations, including technical terms such as those for educational material.
- Listen to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems when available.
- Proofread, edit, and revise translated materials.
- Translate messages simultaneously or consecutively into designated language while maintaining message content, context, and style as much as possible.
- Adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary.

- Follow ethical codes that protect the confidentiality of information.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Grammar, spelling, punctuation, syntax, and idiomatic usage of English and another language.
- English and another language equivalent translations of general, technical, and subject matter terms.
- Special Education language, documents, and procedures.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Modern office procedures, methods, and equipment including computers and software.
- District organization, operations, policies, and objectives.

Ability to:

- Demonstrate the ability to speak, read, and write fluently in English and another language.
- Read, speak, and write effectively in idiomatic English and another language.
- Work without technical supervision.
- Be attentive to detail and take responsibility for accuracy of translation. Edit articles for publication in English and another language.
- Maintain confidentiality of sensitive information.
- Establish and maintain effective working relationships with District personnel and the public.
- Proficiently use and operate a computer and keyboard.
- Identify and correct translation errors.
- Utilize online resources.
- Travel to multiple sites.
- Operate a personal computer and peripheral equipment using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, fax and copier.
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely, both orally and in writing; understand and follow oral and written directions.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words, letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- The ability to reach and pull materials from files and shelves.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE GUIDELINES

Graduation from high school and two years of college is desired. Two years of experience in addition to that required may be substituted for the higher education requirement. If the experience substitution is used, graduation from high school or evidence of equivalent educational proficiency is required. One year of experience in composing, editing, proofreading, or translating materials in English and another language for widespread dissemination or publication is desired.

LICENSES AND CERTIFICATES

- Valid driver's license.