

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Interpreter/Translator

Classification: Classified

FLSA: Non-Exempt

Range: Classified Salary Schedule 17

Reports to: Director: State & Federal Programs

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years experience in a field which involves translation or interpretation for the public and/or minority communities and a thorough knowledge of cultural nuances of providing accurate educational information in languages other than English to the community.

Licenses and other Requirements:

Valid California driver's license

Must pass bilingual proficiency test

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

-2 years of study equal to 48 unites

-Associates or higher degree

-Ability to pass the instructional aide proficiency test

SUMMARY

Under the direction of the Director: State & Federal Programs and with support from District Parent Involvement Coordinator, facilitate cross-cultural communication, written and/or oral, by converting one language into another to relay concepts and ideas between languages.

SPECIFIC RESPONSIBILITIES

1. Develop and maintain constructive and cooperative working relationships with district staff, parents and the community to support student achievement and understanding of educational requirements and opportunities.
2. Provide interpretation and translation services from English to a target language.
3. Interpret messages simultaneously or consecutively into specified language maintaining message content, context and style as much as possible.
4. Educate students, parents, staff and teachers about the roles and functions of educational interpreter.
5. Use electronic listening systems as needed for interpretation.
6. Translate documents to be clearly understood by target audience and obtain information from submitter to provide clarity if needed
7. Check translation of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation.
8. Proofread, edit and revise translated materials.
9. Develop specific goals and plans to prioritize, organize and accomplish work.
10. Operate a computer and other office equipment.
11. Attend meetings, trainings, and workshops
12. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, flexibility, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Correct oral and written use of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned program.

Ability to:

- Organize work and establish priorities.
- Establish and maintain cooperative working relations with students, staff and relate effectively with parents and community.
- Communicate effectively both orally and in writing.
- Read, write and translate English and a designated second language
- Speak and interpret English and a designated second language.
- Speak, read and write a designated second language as assigned.
- Analyze situations accurately and adopt an effective course of actions.
- Maintain records and prepare reports.
- Perform clerical duties as needed to implement program objectives.
- Work effectively in a multi-ethnic setting.
- Work under limited supervision following standardized practices.

PHYSICAL ABILITIES

Willingness to be flexible.

Work in a busy environment with interruptions.

Use of own vehicle.

Daily contact with varied audiences and needs