CLASS TITLE: **BILINGUAL TRANSLATOR/INTERPRETER**

DEFINITION: Under direction, provides oral interpretation and written translations in English and a language other than English; provides technical assistance in editing and correcting documents in a language other than English; coordinates information on persons available to provide translation in a number of languages to district and schools; assists in screening the oral and written language skills of students and applicants for classified bilingual positions.

EXAMPLE OF DUTIES:

- Interprets at meetings, hearings, and conferences are requested
- Translates district and school documents in an accurate and complete manner
- Edits, proofreads and corrects materials in preparation for printing, utilizing bilingual word processing and other software as needed; reviews translated materials submitted and edits for accuracy, comprehensibility, grammar and syntax; examines and explains words and phrases for meaning and appropriateness; serves as a technical resource
- Maintains a list of translators/interpreters in many languages, from among district employees and outside-district translators; coordinates translator/interpreter services to district and schools, as needed
- Assists the Personnel Department in the development of written tests in a language other than English for classified positions; evaluates test results to determine applicant qualifications; interviews applicants to assess their speaking ability; serves on oral panels and testing boards
- Functions as a liaison between the district administration; collaborates with district staff to facilitate the inquiries from parents regarding their concerns
- Attends job-related meetings as assigned
- Performs related duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination of training and experience equivalent to an Associate of Arts degree and at least two years of experience in translating and interpreting school related materials and/or materials from other public service organizations.

Knowledge of:

- Standard office practices, procedures and equipment
- Correct oral and written usage of English and a language other than English
- Proofreading and editing
- Laws, rules and regulations related to assigned duties
- Language and culture of the community for which English is a second language

Skill in:

- Establishing and maintaining effective and collaborative working relationships with other district personnel and the public
- Maintaining confidentiality of sensitive information
- Understanding and following both oral and written directions

Ability to:

- Communicate effectively with adults and students
- Interpret simultaneously and translate correctly, concisely in both English and a language other than English
- Read and write effectively in idiomatic English and a language other than English
- Speak in public meetings
- Prepare translated materials in an accurate and precise typewritten form
- Meet schedules and timelines
- Work independently
- Use dictionaries and other research resources necessary to accurately complete translation of documents
- Understand, communicate and be sensitive to the needs of school and district personnel, students and parents

Licenses and Certificates:

- A valid California driver's license