

SAN YSIDRO SCHOOL DISTRICT

TITLE: District Translator and Interpreter
DEPARTMENT: Administration
FLSA: Non-Exempt
Revised: June 2023

REPORTS TO: Assigned Administrator
CLASSIFICATION: Classified (12 month)
SALARY: Classified Salary Schedule (Steps 20-24)
Board Approved: June 22, 2023

BASIC FUNCTION: Under the direction of the Superintendent or his/her designee, translates and interprets between English and Spanish general, technical, legal, medical and educational materials, and provides oral interpretations during formal meetings before the Governing School Board and other District, school, disciplinary and community meetings.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prepares written translations of speeches, legal materials, workbooks, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, and forms and produces verbatim translations of formal meetings using idiomatic expressions when appropriate.
- Provides simultaneous and consecutive interpretations at school, community, and District meetings and in legal situations, such as Individualized Education Program (I.E.P.) meetings and suspension/expulsion hearings.
- Reviews translated material of a potential privileged and sensitive nature submitted by District personnel and edits for accuracy of meaning, grammar and syntax.
- Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
- Utilizes office computers in preparing translations with the capacity to utilize a variety of software including Microsoft Office and its components.
- Attends various types of District related meetings for the purpose of serving as an interpreter of Spanish and English conversations.
- Performs a wide variety of difficult clerical work (e.g. typing, compiling terminology lists/glossaries, recording information, maintain filing systems, etc.) for the purpose of supporting the district in providing necessary records/materials in both Spanish and English.
- Reads and prepares a variety of materials (e.g. letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP), etc.) for the purpose of interpreting materials in Spanish and/or English.
- Translates verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both Spanish and English.
- Performs other related clerical/secretarial duties as required.

KNOWLEDGE

- Knowledge of office methods and equipment, English and Spanish usage, vocabulary, grammar, spelling and punctuation.

ABILITIES

- Ability to listen in English and speak in the designated language simultaneously.
- Read and write effectively in idiomatic English and the designated foreign language.
- Ability to type at a speed of 45 words per minute from a clear copy, and translate 3000+ words per day.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Associates Degree or higher indicating specialized training or experience in Spanish preferred.
- TOEFL, ATA or similar Certification
- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.