

**CLASS SPECIFICATION  
Senior Translator/Spanish**

**GENERAL PURPOSE**

Under general supervision, provides oral and written interpretation and translation services for District and school site materials, meetings and events; works with District staff and parents to facilitate thorough and accurate communication of issues and ideas; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Senior Translator performs specialized duties in English to Spanish and Spanish to English interpretation and translation of District information and materials, ensuring the proper use of both common and technically difficult medical and legal terminology to accurately convey meaning and ensure understandable information is available to parents, students and other interested parties. An incumbent also provides oral translation and interpretation services for meetings and events, using Talk System technology for simultaneous translation as required.

Senior Translator is distinguished from Translator by the incumbent's greater responsibility for the written translation of difficult and complex materials, including, as an example, psychological evaluation reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Translates into Spanish and from Spanish into English and types a wide variety of District written materials, including letters, memoranda, bulletins, newsletters, handbooks, manuals, questionnaires, forms and other materials; translates and types complex and highly sensitive student-focused materials, such as Individual Education Plans (IEP), psychological evaluation reports, SARB reports, expulsion notices and report cards, often involving technical legal and psychological terminology; receives and prioritizes requests for translation services; accesses a variety of reference materials to ensure the use of accurate legal and medical terminology to appropriately convey meaning of the materials; ensures the use of Spanish idiomatic expressions common to Southern California; proofreads and edits translations before forwarding to the requesting department.
2. Provides oral translation and interpretation services in a variety of settings, by telephone, in parent meetings and conferences, in pre-expulsion and SARB hearings and in school seminars and conferences, accompanies and translates and interprets for nurses in home visits; uses Talk System technology to provide simultaneous translation services at large events; may attend school site council meetings and prepare minutes in English and Spanish.
3. Answers questions regarding the technical meaning of procedures, policies, regulations and processes to facilitate accurate communication and mutual understanding.
4. Maintains a variety of records and files.

## **OTHER DUTIES**

1. Receives and responds to telephone calls from other districts and the public regarding the District's translation services program.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
2. Correct Spanish grammar, spelling and punctuation, including Spanish idiomatic expressions commonly in use in Southern California.
3. Accepted methods and techniques of language translation in a public education setting, included commonly used reference materials.
4. State and local rules and regulations applicable to assigned work responsibilities.
5. Office administration practices and procedures, including filing and record keeping methods and practices.
6. Uses and operations of a computer and standard business software including word processing and spreadsheets.

### **Ability to:**

1. Operate a computer using standard business software.
2. Type accurately at 45 WPM.
3. Organize work, set priorities and exercise sound judgment within areas of responsibility.
4. Read, write and translate complex technical information from English to Spanish and Spanish to English.
5. Communicate orally in Spanish with sufficient structural accuracy and vocabulary to convey meaning accurately and in a culturally relevant manner in professional-level discussions and in public meetings.
6. Proofread and edit written materials quickly and accurately.
7. Organize and maintain office and specialized files.
8. Use tact, discretion and courtesy in dealing with sensitive and confidential situations and with upset parents and students.
9. Establish and maintain effective working relationships with District administrators, staff, students, parents, the public and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; completion of college course work in Spanish; and three years of increasingly responsible office administrative experience involving written and oral English to Spanish translation and interpretation.

**Licenses; Certificates; Special Requirements:**

A current certificate in Translating and Interpreting in School Environment issued by an accredited College or University or the equivalent.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person or by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms; Employees are frequently required to walk and stand; and lift up to 30 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work with frequent interruptions; work under intensive and changing deadlines; and interact with District administrators, staff, parents, students and others encountered in the course of work, some of whom are upset and dissatisfied.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions where the noise level is usually quiet.

Board Approval 10/2/2008