

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

TRANSLATOR/INTERPRETER

BASIC FUNCTION:

Under the general direction of the assigned supervisor, the Translator/Interpreter provides oral simultaneous and consecutive interpretation and written translation of correspondence, forms, instructional materials, and other educational or technical documents from English to a targeted second language (Spanish or Vietnamese) and vice versa. The position also involves screening the oral and written language qualifications of Classified candidates for bilingual/bi-literate positions.

ESSENTIAL DUTIES:

Support district wide programs, including Special Education, legal meetings, and parent engagement initiatives.

Facilitate communication with stakeholders on telephone, email and in person interactions.

Accurately translate district materials such as brochures, parent handbooks, curricular guides, board meeting agendas and minutes, forms, tests, correspondence, policies, and reports into the targeted second language and vice versa.

Ensure translations are clear and concise and grammatically correct maintaining idiomatic accuracy.

Provide simultaneous and/or consecutive interpretation at district meetings and events.

Edit and proof translations provided by other district personnel for accuracy, ensuring proper grammar, syntax, and cultural appropriateness.

Provide interpretation and translation trainings to classified staff to develop their communication skills.

Serve as a resource for district personnel and other translators on language usage.

Assist families in understanding district policies, student conduct, academic achievement, and procedures.

Provide guidance to families on open enrollment, district transfer forms, and online registration processes.

Conduct and implement language assessments for students being evaluated for Special Education in the targeted language (Spanish or Vietnamese).

Assist the Human Resources department in developing and administering written and oral language assessments for Classified positions.

Evaluate test results and interview applicants to assess written and oral language proficiency.

Serve on oral interview panels to evaluate candidate qualifications.

Edit, proofread and correct forms, and materials in preparation for printing; utilizes bilingual word processing and other software, as needed.

Access student records via the District's computerized records data management system. software system.

OTHER REPRESENTATIVE DUTIES:

Perform other job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Report to and receives direction from a designated administrator.

Internal Contacts: Continuous contact with students and staff.

External Contacts: Continuous contact with children, parents, guardians, families, and/or representatives of the district community.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fluency in both English and targeted language (spoken and written) to ensure accurate translations and interpretations.

Familiarity in school-related terminology, particularly in areas like Special Education, curriculum, and assessments to effectively translate educational materials.

The use of computer software programs.

Knowledge of best practices for both simultaneous and consecutive interpretations, and written translations standards.

Interpersonal skills, such as tact, patience, and courtesy.

Public speaking skills.

Proofreading.

Idiomatic expressions in both English and the other targeted language.

Understanding of the cultural appropriateness associated with the targeted language, ensuring culturally sensitive communication with students, parents, guardians, and staff.

Knowledge of office practices, procedures, equipment, and record keeping techniques.

ABILITY TO:

Operate a personal computer and related software.

Communicate effectively with children and adults.

Type 45 wpm.

Read, interpret, and translate and interpret from English to the targeted language and from the targeted language to English; concisely and accurately.

Read, interpret and follow rules, regulations, policies and procedures.

Prepare translated materials in an accurate and precise typewritten form.

Perform work independently with minimal supervision.

Maintain confidentiality and utilize discretion in all communications.

Exercise flexibility, patience and sensitivity.

Utilize and maintain specialized terminology databases to ensure consistency and accuracy.

Conduct thorough research to understand subject matter, terminology, and context, ensuring high-quality translations.

Effectively manage time to meet deadlines, balance multiple projects, and prioritize tasks.

Establish and maintain effective working relationships with others.

Understand and follow both oral and written directions.

EDUCATION AND EXPERIENCE:

1. Education: Associate of Arts degree or higher.

And

2. Experience: At least two years in translating and interpreting school-related materials.
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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
 - Grasp, grip, handle, or use hands for fine motor tasks.
 - Reach with hands and arms.
 - Frequently required to stoop, kneel, or crouch.
 - Frequently talk, hear, and listen.
 - Specific vision abilities required of a person in this job include close vision, distance vision, depth perception, and the ability to change focus.
 - Regularly lift and/or move objects weighing up to 25 pounds.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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REVISED BY: Classified Personnel Department

DATE:02/1995

APPROVED BY: Board of Trustees

DATE:09/1989

APPROVED BY: Personnel Commission

DATE:02/28/1995

REVISED BY: Personnel Commission

DATE:04/26/2005

REVISED BY: Personnel Commission

DATE:06/03/2025