



Romoland School District

JOB DESCRIPTION TRANSLATOR

Definition:

Under the direction and supervision of the Pupil Services and Special Education Department Administrator provides written and oral translation services. Perform non-technical translation services, including translation of parent conferences, policies, booklets, letters, or other translations of a general or routine nature. Perform technical translations, including translations of special education conferences and documents or other translations requiring technical vocabulary and a high degree of confidentiality and accountability. Travel from site to site within the district is required to provide on-site translation and interpretation services as needed.

Examples of Duties:

1. Translate written and oral communications, including confidential student documents, from English to the assigned language and vice versa within state and district timelines.
2. Translate confidential student documents within state and district timelines.
3. Attend designated IEP meetings for the purpose of interpreting English to the assigned language and vice versa.
4. Attend district and county meetings for the purpose of interpreting English to assigned language and vice versa.
5. Attend district and county meetings, as assigned, to provide translation and interpretation services.
6. Attend district and county meetings to receive job-related training, professional development, or informational updates (e.g., special education processes, IEP background information) that enhance effectiveness in performing translation duties.
7. Provide assistance and training to district office and school site staff as it pertains to translation services.
8. Provide a finished product related to written translations, including typewritten or legible handwritten products within state and district timelines.
9. Perform other related duties as assigned.

Qualifications

Knowledge of:

Modern office practices; methods and procedures; appropriate English and assigned language usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment including computers and translation equipment; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

Ability to:

Plan, prioritize, self organize; perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Operate standard office equipment; plan and manage projects; prepare and maintain accurate records; and utilize pertinent software applications. Work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people, including adolescents, in a calm and professional manner.

Physical Requirements:

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.

Experience:

Any combination equivalent to: graduation from high school, demonstrated bilingual/biliterate skills and two years translating complex materials from English to an assigned language.

Required Licenses and/or Certificates:

- Possession of a valid and appropriate California Driver's License.

Education:

- High School Diploma or equivalent.
- Associate's Degree, and/or completion of two years of college, and/or completion of a certificate program in the field of translation and interpretation from an accredited institution or pass district proficiency test for translator.

Employment Status:

Classified Bargaining unit position

Work Year

247 days

Row

18

Board Approved: 11/4/25