



JOB DESCRIPTION

Translator/Interpreter



Reports to:	Director, Coordinator or designee	Employment Group / Salary Range:	Classified Range I
Dept:	Multiple	FLSA:	Non-exempt
Annual Work Days:	183	Formal Review Date: Board Approval Date:	9/3/26 10/5/26

PRIMARY FUNCTIONS

Under the direction of a department supervisor, the Translator/Interpreter provides accurate and effective written and oral translation between English and the designated language. Responsibilities include translating general, technical, educational, and district-related materials and documents, as well as providing oral interpretation during meetings, conferences, and other formal district and school-related events.

The Translator/Interpreter serves as a communication link between the District, students, families, staff, and community members to support clear and effective communication, promote understanding, and facilitate collaboration among all parties. The position requires maintaining confidentiality, cultural responsiveness, and accuracy while ensuring that information is communicated clearly and appropriately. Occasionally work a flex schedule to attend evening events and/or meetings.

ESSENTIAL DUTIES & 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.

- Prepares written translations of speeches, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, IEP, 504, SST and non-legal forms. Produces verbatim translations of formal meetings using idiomatic expressions when appropriate.
- Provides simultaneous and consecutive interpretations at school, community, and District meetings.
- Reviews translated material 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 translation with the capacity to utilize a variety of software and translation software.
- Performs a variety of clerical tasks including: word processing, proofreading, filing and the

recording of data in both English and Spanish.

- Participate in staff meetings, training, and professional development opportunities as required. Patterson USD September 2026
- Translator/Interpreter
- Follow all district policies, procedures, and safety guidelines.
- Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possesses a High School Diploma or General Education Diploma. Graduation from an associate degree program or 48 semester units (NCLB) or higher is preferred. Minimum of two years translating/interpreting experience in a public education environment is preferred. Ability to listen in English and speak in the designated language simultaneously is expected.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- American Translator Association Certificate is highly desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Business telephone and email etiquette;
- Extensive vocabulary and correct usage, grammar, spelling, syntax, and punctuation in English and designated second language;
- Cultural differences of student population;
- Job-related codes/laws/rules/regulations/policies;
- Methods, principles, and practices of interpretation and translation;
- Office equipment and technology;
- Recordkeeping and record retention practices;
- Regional differences in word usage and idioms in English and designated second language;
- Simultaneous and consecutive interpretation techniques;
- Terminology used in legal and medical documents and district communication.

Skills and Abilities to:

- Accuracy and attention to detail;
- Communicating effectively in English and in designated language;
- Communicating with diverse groups and individuals;
- Establishing and maintaining effective working relationships with others;
- Interacting with the public;
- Maintaining confidentiality;
- Meeting deadlines and schedules;
- Working with detailed information/data.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, kneel and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds and push or pull up to 50 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, employees are regularly required to use written and oral communication skills; read documents; observe and interpret people and situations; analyze and solve problems; use basic math; learn and apply new information and skills; and work on multiple, concurrent tasks with frequent interruptions.

WORKING 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 qualified individuals with disabilities to perform the essential functions.

Employees in this classification work primarily in an indoor classroom environment, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids; potentially contagious illnesses/diseases (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), with minimum guidance from his/her supervisor.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed