DISTRICT INTERPRETER/TRANSLATOR

JOB SUMMARY

Under general supervision of assigned District administrator, provides interpretation and translation services in an assigned language. Serves as an assigned District-level language-access resource for multiple departments and supports District initiatives through recurring program logistics, communications coordination, and procedural guidance to interpreter/translator staff. Provides advance preparation and live simultaneous interpretation for Board meetings and other high-profile District proceedings; localizes and quality-checks communications for audience, culture, context, and legal or regulatory meaning; and supports consistent language-service practices through templates, training, and workflow tools.

DISTINGUISHING CHARACTERISTICS

This class combines language services with an ongoing assignment to support the logistics and communications of District-level programs and to provide procedural and workflow guidance to other interpreter/translator staff. Allocation requires verification that these additional responsibilities are regular, assigned, and substantial. Districtwide service, complex subject matter, terminology research, confidentiality, independent work, or contact with senior administrators alone does not establish this level. Interpreter/Translator positions may already possess these characteristics, including in specialized assignments. At this level, the position is regularly assigned a combination of live District governance interpretation, advance agenda and presentation preparation, language-access quality control, program facilitation, and responsibility for developing or teaching consistent language-service procedures. These responsibilities distinguish the class when they are ongoing and substantial rather than occasional assignments.

EXAMPLES OF DUTIES – Duties include, but are not limited to, the following:

- Delivers oral interpretation and written translations for assigned meetings and materials, preserving the intended message.
- Coordinates incoming requests across assigned departments; communicates deadlines, resolves scheduling conflicts within established priorities, and refers unresolved conflicts to the administrator.
- Maintains and improves request intake procedures and tools used for District-level language services, with administrator approval.
- Provides recurring logistics, meeting preparation, and communications support for LCAP, DELAC, parent engagement, and other assigned Educational Services initiatives, in addition to direct interpretation and translation.
- Prepares and localizes language-access materials for varied District initiatives; seeks subject-matter clarification and obtains content approval from the responsible department.
- Reviews Board agendas, attachments, presentations, public-hearing terminology, recognitions, and anticipated announcements in advance; researches governmental, legal, educational, financial, and program terminology and prepares reference language for rapid live interpretation.
- Provides live simultaneous interpretation of Board meetings and other high-profile proceedings, including accurately narrating relevant non-audible activity and maintaining the speaker’s meaning, tone, neutrality, and professional intent.

- Coordinates with District technology staff before and during live-streamed meetings; verifies language-channel setup, communicates service delays to the audience, and assists with real-time troubleshooting to maintain language access.
- Performs localization and language-access quality review of District communications, manuals, forms, presentations, screenshots, attachments, and linked resources to ensure translated components are complete, cohesive, culturally appropriate, and understandable to the intended audience.
- Develops and maintains District language-service tools, including request forms, completion tracking, templates, glossaries, standardized public-comment and hearing language, and reference materials used to promote consistency and timely service.
- Works with presenters and responsible departments to obtain materials in advance, clarify acronyms and technical content, identify translatable components, and prepare for accurate interpretation without changing the department's substantive message.
- Plans and facilitates assigned DELAC and multilingual parent-engagement logistics, including advance committee preparation, flyers, scripts, handouts, interpreter coordination, meeting materials, and on-site language support under administrator direction.
- Provides assigned language-skills training, procedural guidance, and resource support to bilingual staff and interpreter/translator personnel; may assist management with evaluating demonstrated bilingual language proficiency using approved standards and processes.
- Provides ongoing procedural guidance to assigned interpreter/translator staff on request intake, prioritization, workflow, and use of systems and tools.
- Coordinates timely language support for urgent administrative communications and District-level events with the responsible department.
- Uses reference materials and maintains terminology resources; checks translated materials for accuracy.
- Maintains records and protects confidential information; completes related assignments.
- Organizes and prioritizes work assignments with assigned District administrator;
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Graduation from high school or GED is required. Relevant college coursework and interpreter/translator training are desirable.

Experience: Proposed minimum of three years of interpretation/translation experience, including experience supporting program logistics and communications across departments. Relevant equivalent training and experience may be considered.

Knowledge of:

- Language usage, interpretation methods, specialized terminology, and confidentiality practices.
- District program operations relevant to assigned LCAP, DELAC, and community-engagement support.

- Request intake, workflow coordination, deadline management, and procedural training methods.
- Methods for preparing culturally appropriate language-access communications across varied District initiatives.
- Board-meeting procedures, public-hearing terminology, live simultaneous interpretation practices, and methods for narrating relevant non-audible activity.
- Localization, bilingual quality-assurance, plain-language adaptation, and terminology-management practices for linked, visual, and multi-format communications.
- Basic operation and troubleshooting of live-stream and remote interpretation platforms sufficient to coordinate language access with technical staff.
- Principles and practices for facilitating multilingual parent meetings and providing language-skills training to adult staff.

Ability to:

- Provide accurate language services; use office technology; maintain effective working relationships.
- Coordinate competing requests across assigned departments and identify issues requiring administrative direction.
- Support program logistics and communications while maintaining the distinction between language access and substantive policy or professional advice.
- Explain procedures and tools to other interpreter/translator staff and support consistent workflow.
- Prepare for and deliver accurate simultaneous interpretation during live, fast-moving, and confidential District proceedings while preserving tone, neutrality, and meaning.
- Review the completeness and consistency of translated communications across text, images, attachments, presentations, websites, and linked resources.
- Develop standardized language-service resources and deliver assigned training or demonstrations to bilingual staff.
- Coordinate meeting logistics and technical language-access needs with administrators, presenters, parent leaders, interpreters, and technology staff.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is usually quiet.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	**Personnel Action Date**
Approved by the Commission	11/9/2026