

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DISTRICT TRANSLATOR/INTERPRETER

BASIC FUNCTION:

Under the direction of the assigned administrator, provides oral translation of communications and written translation of complex District correspondence, IEP's, forms, letters, flyers, menus, handbooks, reports and other documents between English and designated second language; serves as an interpreter for meetings, hearings, assemblies, conferences and other events; provides written and simultaneous oral translation for District, Special Education meetings and other District programs; provides specialized assistance and information to callers, visitors and staff; serves as a resource to other district personnel requiring assistance with non-English speaking persons.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers and scores oral and written exams for bilingual candidates.

Attends and participates a variety of meetings, community meetings, conferences and workshops serving as an interpreter of conversations between English and a designated second language.

Initiates and receives telephone calls; replies to inquiries and provide assistance to callers, visitors and others in a designated second language; responds to inquiries and provide information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Operates a variety of office equipment including a copier, a computer and assigned software; drives a vehicle to conduct work.

Performs various clerical duties in support of assigned functions as required; assist in the development, preparation, and writing of materials and communications in a designated second language; duplicate and distributes materials; types and inputs data into an assigned computer system.

Prepares and maintains a variety of reports, records and files related to translation requests and assigned activities.

Prepares written and oral translations such as Individual Education Programs (IEP's), behavioral contracts, psychological, speech and language, physical therapy, occupational therapy and adaptive physical education evaluations and/or other assessments; provides translation and interpretation of technical, educational, legal and general materials as directed.

Provides simultaneous interpretations at District meetings such as DELAC meetings, Administrative Review Panels (ARPs) meetings, hearings, conferences and related meeting and events.

Provides translation services to facilitate communications between various individuals; communicates with staff, administrators, teachers, students, parents and others in English and a designated second language; serves as an interpreter for meetings, assemblies, conferences, presentations or other events; explains word meaning and phrases and serves as a technical resource to administrators and other District personnel.

Translates complex District documents, forms, letters, notes, reports, menus, presentations and various other correspondence and materials from English to a designated second language, and from a designated second language to English using methods such as simultaneous, consecutive and sight interpretation; proofreads and assures accuracy of translated materials; reviews, edits and revises translations; maintains confidentiality of sensitive information.

Travels to various District sites, offices and other locations to provide translation, interpretation and educational support services as needed; drives a vehicle to conduct work.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Different dialects, regionalisms, idiomatic expressions and cultural sensitivity.

District organization, operations, regulations, policies and objectives related to position.

Extensive vocabulary and correct usage, grammar, syntax, semantics, spelling and punctuation of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures; business letter and report writing, editing and proofreading.

Oral and written communication skills.

Public relations techniques.

Simultaneous and consecutive interpretation techniques.
Telephone techniques and etiquette.

ABILITY TO:

Answer telephones and greet the public courteously.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Deconstruct base language and reconstruct it in a target language to assure the meaning of the source text is retained.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive information.
Meet schedules and timelines.
Operate a variety of office equipment, a computer and assigned software.
Perform rapid language “code switching” while interpreting.
Proofread and edit final translated versions.
Provide oral and written translation services to facilitate communications in a variety of settings using methods such as simultaneous, consecutive and sight interpretation.
Read, write, translate and interpret English and a designated second language.
Serve as an interpreter for meetings, assemblies, conferences and other events.
Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and a designated second language.
Translate by reading and typing text simultaneously.
Type and input data at an acceptable rate of speed.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in a foreign language or related field, bachelor’s degree in related field preferred and two years experience translating and interpreting materials and communications between English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District’s job-related proficiency test.
Valid California Class C Driver’s License and evidence of insurability
Incumbents in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/office Environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

HAZARDS:

Traffic hazards.

FLSA Status

Non Exempt

Approval Date

3/01/08, 9/22/08, 1/25/10, 9/28/17