

PITTSBURG UNIFIED SCHOOL DISTRICT

INTERPRETER/TRANSLATOR

Under the supervision of the Assistant Superintendent of Curriculum, and/or assigned supervisor, perform all duties as assigned of an interpreter/translator for the Pittsburgh Unified School District.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are distinguished by interpretation and/or translation of materials in a foreign language to assist in the preparation of compliance materials, and provide verbal simultaneous translations, for various departments, including but not limited to Special Education.

TYPICAL DUTIES:

The educational interpreter/translator's primary responsibility is to function as the interpreter in the district. The educational interpreter/translator will provide interpreting/transliterating services to facilitate communication for bilingual students, their peers, the parents, teachers and other personnel. Other duties to include preparation and participation in meetings as a member of the education team, transliterate between bilingual students and parents and staff, transliterate public announcements, records and assemblies, prepare letters to parents regarding IEP meetings.

Participate, solely as a team member, during the student's Individual Education Plan (IEP). Provide insight on the success of the communication strategies, and development of interpreter-use skills.

MINIMUM REQUIREMENTS; KNOWLEDGE OF:

Correct English usage, punctuation, spelling and grammar; bilingual/biliterate interpretation skills; educational implications of second language learners, child guidance principals and practices; interpersonal skills using tact, patience and courtesy.

QUALIFICATIONS:

Ability to: Interpret/transliterate at a normal conversational rate. Assist bilingual students and parents in a flexible and understanding manner, establish and maintain effective relationships with adults and children, perform routine clerical duties such as filing, duplicating and maintaining records, understand and follow oral and written directions, read and write clearly and distinctly, work cooperatively with others, read, write and speak a second language.

WORKING CONDITIONS

Indoor classroom environment and outdoor environment. Flexible work hours based on District needs.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in English and a designated second language; standing for extended periods of time; bending at the waist and kneeling or crouching to provide assistance, dexterity of hands and fingers to operate various office and instructional equipment.

EXPERIENCE AND EDUCATION:

High School diploma, associate degree with interpreting certificate from an interpreter training program (preferably and educational interpreter training program), OR two years of experience as a full-time educational interpreter OR any equivalent experience as determined by the district.

LICENSE REQUIREMENTS:

Valid California Vehicle Operators License

Proposed Range: 36 (pending Board approval)