

TRANSLATOR / INTERPRETER (SPANISH)

JOB SUMMARY

Under the supervision of the Senior Director of Special Education, the Translator/Interpreter (Spanish) translates a variety of technical, legal and medical documents and provides consecutive and simultaneous interpretation for functions and meetings, from English to Spanish or visa versa, primarily in support of the District's special education program.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Translator/Interpreter (Spanish) may perform any combination of the following:

- Accurately and concisely translates written documents and other materials from English to Spanish or visa versa.
- Performs interpreting and translation functions in a wide variety of settings to include Individual Education Plan (IEP) meetings, district meetings, community forums, special events, extracurricular activities, and by phone.
- Serves as a liaison between and resource for teachers, school personnel, parents, and outside agencies.
- Interprets spoken statements or conversations of teachers, staff and others to facilitate effective communication.
- Reads and accurately rewrites material in Spanish following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Effectively manages work schedules to accommodate district translation needs and coordinates translation scheduling as needed.
- Answers and receives telephone calls, greets and assists visitors, provides general information and assistance to callers and visitors.
- Types and/or records written translations and other materials.
- Prepares for interpretation meetings by reviewing a variety of materials, including letters, IEPs, and assessment reports, etc.
- Provides support to school sites or departments by reviewing, editing, and proofreading translations for accuracy, readability, grammar, and mechanics.
- Assists staff with communications with parents for assessments, progress, discipline, events, meetings, etc.
- Maintains files and records as assigned to provide an up-to-date reference trail.
- Drives a vehicle to school sites to provide interpretation and translation services and attend meetings as required.
- Keeps current with applicable policies and state and federal laws.
- Performs other job-related duties as assigned.

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JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Written and sight translation.
- Simultaneous and consecutive interpretation and other interpretation techniques.
- Confidentiality and Professional Code of Conduct for Translators and Interpreters.
- Current developments, trends and techniques in the field of translating and interpreting.
- Effective listening and notetaking techniques.
- Extensive common and specialized vocabulary.
- Correct English and Spanish grammar, spelling and punctuation.
- District policies and procedures.
- Special Education terminology (technical, legal, medical, educational), policies, and procedures.
- Federal and state laws that pertain to translation and interpretation duties.
- The use of technology and emerging technologies that pertain to translation and interpretation duties.
- Effective oral and written communication skills
- Documentation and recordkeeping techniques.
- Current, up-to-date office practices and procedures.
- Electronic and manual recordkeeping practices.
- Computer-based applications that are used in the job role.

ABILITY TO:

- Provide translations and simultaneous and consecutive interpretations.
- Convey abstract concepts and technical terminology.
- Translate complex, specialized materials.
- Accurately interpret simultaneous conversations or technical presentations from English to Spanish and Spanish to English.
- Meet schedules and timelines.
- Maintain confidentiality of sensitive information.
- Establish cooperative working relationships with others.
- Communicate with tact, sensitivity, good judgement and cultural awareness.
- Communicate effectively orally and in writing.
- Work effectively, independently with minimal supervision, and as part of a team.
- Provide translation and interpretation services under contentious meeting environments.
- Use computer-based applications that are used in the job role.
- Observe health and safety regulations.
- Maintain various records and files.

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EDUCATION AND EXPERIENCE

Graduation from high school or equivalent and two years of translation and interpretation experience. Experience working in a school setting is preferred.

DISTINGUISHING CHARACTERISTICS

The Translator/Interpreter (Spanish) is a stand-alone job classification responsible for the accurate translation of documents that serve as the official record of eligibility determination and subsequent educational plans affecting the course of study for affected students. Content of translated material is subject to administrative and higher level appeal and legal action related to program entitlements, hence accuracy and precision are of critical importance. The job class is also responsible for translating and interpreting information from English to Spanish and vice versa.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

Valid California driver license.

A professional certificate of translation skills from an accredited institution or program is highly desirable.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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| Seldom | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back |
| Seldom/Occasionally | pushing and pulling, reach above shoulder, reach at shoulder |
| Occasionally | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder |

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None