

## **TRANSLATOR**

### **DEFINITION:**

Under general supervision of the Coordinator of Categorical Programs, provides written translation and oral interpretation from English into a designated second language (Spanish or Vietnamese) or from the second language into English; Interprets at a variety of District meetings and conferences; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This class is distinguished from other bilingual classes such as Instructional Assistant-Bilingual or Community Liaison/Bilingual Assistant in that incumbents have more direct involvement with translating official District and school information into the designated second language. This class reviews and proofs official documents and flyers being sent home to parents of EL students to ensure proper grammar and syntax is used in District communications. This class will also be used to interpret during meetings of a sensitive nature to ensure legal/medical terms are properly expressed in both the designated second language and English.

### **EXAMPLES OF DUTIES:**

Translates District pamphlets, legal forms, report cards, Individual Education Plans (IEP), tests, student handbooks, bulletins, notices, correspondence, and other materials as needed or directed; *E*

Edits, proofreads, corrects forms and materials sent to the District Office by schools in preparation for printing, utilizing bilingual word processing and other software as needed; *E*

Reviews and edits for accuracy, grammar, syntax and comprehensibility already translated materials submitted by District approved outside organizations prior to distribution to students and/or parents; *E*

May be required to attend a variety of meetings, often after regular business hours, to serve as an interpreter;

May assist Personnel Commission staff in development of written tests in the designated second language (Spanish or Vietnamese) and may evaluate test results to score or determine applicant's level of skills;

May interpret during meetings of a sensitive nature such as IEP=s, various types of hearings and School Attendance Review Board (SARB) meetings to ensure legal or medical terms are properly expressed in both the designated second language and English;

May serve on oral interview panels to assess the oral skills of applicants seeking bilingual positions in the designated second language;

Frequently called upon to use bilingual skills in various contacts with parents and others.

Operates a variety of office equipment.

***E* denotes an essential function of the job.**

**SUPERVISION:**

Receives general supervision from the Coordinator of Categorical Programs.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Appropriate usage, spelling, grammar and punctuation of a designated language other than English;  
Appropriate English usage, spelling, grammar and punctuation;  
Modern office equipment and procedures, including the operation of personal computers and word processing software in English and a designated second language;  
Filing systems, record keeping procedures and basic mathematics;  
Business office telephone techniques and etiquette.

**Ability to:**

Listen to complete statements in one language (English or a designated second language) and accurately translate to the other language in consecutive interpreting;  
Read, write and serve as an interpreter and translator in English and a designated second language;  
Apply skills, knowledge and abilities in a variety of sensitive and/or stressful situations;  
Learn and apply District and School policies and procedures;  
Determine and retain privileged communications;  
Operate various office equipment, including personal computers and word processing software in both English and a designated second language;  
Establish and maintain effective working relationships;  
Work independently;  
Understand and carry out oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and formal education in a language other than English is required. Post secondary education in the designated second language is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, occasionally walks, stoops and bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly in English and a designated second language and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; may occasionally drive a vehicle; works inside has direct contact with public and other district staff occasionally in difficult interpersonal situations; frequently works with tight deadlines and without direct guidance from supervisor.

**LICENSE REQUIRED:**

May be required to possess a valid and appropriate California Driver License.

Classification adopted 9/11/08

Revisions and title change effective 2/10/11