



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Translator/Interpreter

JOB SUMMARY:

Under general supervision of the Coordinator of Categorical Programs, provides written translation and oral interpretation of correspondence, forms, articles, technical manuals, reports, minutes and other education materials from English into a designated second language or from the second language into English; Interprets at a variety of District and school meetings, conferences and special events.

CLASS CHARACTERISTICS:

This class is distinguished from other bilingual classes such as Instructional Assistant-Bilingual or Parent Liaison Instructional Assistant-Bilingual 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 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.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Prepare written and oral translation of District pamphlets, legal forms, report cards, Individualized Education Program (IEP), tests, student handbooks, bulletins, notices, correspondence, announcements, presentations and other materials as needed or directed;
- Interpret during meetings of a sensitive nature such as IEPs, 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 be required to attend a variety of meetings, often after regular business hours, to serve as an interpreter;
- Edit, proofread, correct forms and materials sent to the District Office by schools in preparation for printing, utilizing bilingual word processing and other software as needed;
- Review and edit for accuracy, grammar, syntax and comprehensibility already translated materials submitted by District approved outside organizations prior to distribution to students and/or parents;
- Frequently called upon to use bilingual skills in various contacts with parents and others.
- Drive a vehicle from site to site;
- Operate a variety of office equipment including a personal computer and audio headsets for simultaneous interpretation.

Other Related Duties

- May serve on oral interview panels to assess the oral skills of applicants seeking bilingual positions in the designated second language;
- May assist Personnel Commission staff in development of written tests in the designated second language and may evaluate test results to score or determine applicant's level of skills;
- May interpret during administration of student assessments.

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;
- English usage, spelling, grammar and punctuation;
- Modern office methods, filing and recordkeeping systems/procedures, terms and equipment including the operation of personal computers;
- Basic knowledge of Microsoft Office word processing, spreadsheet, database, email and internet computer applications in both English and a designated second language;
- Basic mathematics;
- Simultaneous and consecutive interpretation techniques;
- Translation software in the designated language;
- 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;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications in both English and a designated second language;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Work independently;
- Understand and carry out oral and written instructions;
- Learn and use translation software in the second language; Serve as an interpreter for a variety of meetings, workshops, conferences and special events;
- Learn to operate audio headsets for simultaneous interpretation;
- Ability to communicate effectively both orally and in writing;

- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious and cultural background, disabilities and sexual orientation of students, parents, teachers, administrators and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent completed in the United States or in a foreign country of the designated language (Note: it is the responsibility of candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application.); OR
- Six (6) units of college level intermediate coursework (200 level or higher) in the designated second language or from a foreign country of the designated language (Note: it is the responsibility of the candidate to include U.S. evaluation of non U.S. diplomas or transcripts with their application.); OR
- Completion of professional interpretation and translation certification in the designated second language.

Experience:

- One (1) year of experience in translating and interpreting complex, preferably school or social service related material.

LICENSES REQUIRED:

- * Valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: occasionally stand, walk, lift and carry. The work involves little physical efforts; may occasionally exert up to 10 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 33

Classified Bargaining Unit

Classification adopted 9/11/08

Revisions and title change effective 2/10/11

Revised 4/11/13, 10/10/13

Job Description Review and Revisions Effective: 5/12/16