

## RIALTO UNIFIED SCHOOL DISTRICT

### INTERPRETER/TRANSLATOR

#### **DEFINITION**

Under the general direction of the site/department administrator, performs interpreting of languages and translating of documents from one language to another; reviews legal and medical documents from a specified language following common word meanings, sentence structure, grammar, and punctuation; performs supportive tasks for administrative personnel; and performs other related work as assigned or required.

#### **ESSENTIAL DUTIES**

- assists District personnel by translating a variety of documents and materials
- translates instructional material, bulletins, correspondence, reports, handbooks, and directives to members of the educational community, students and District staff
- translates legal documents from one language to another
- assists administration, support and instructional personnel through the interpretation and translation of the various aspects of individual educational plans
- may translate student records from foreign educational agencies to assist in the development of a student instructional program to meet specific graduation requirements
- prepares and assists in the preparation of a variety of primary language instructional materials and learning aids
- maintains a variety of records and files pertaining to materials translated from one language to another
- assists parents in the development and distribution of language specific newsletters and school activity notices and information
- assists in the requisition, distribution, and maintenance of an appropriate inventory of language specific textbooks and instructional materials
- may translate and administer general proficiency tests, and records the results

#### **QUALIFICATIONS**

**Knowledge of:** Specified language common word meanings, sentence structure, grammar, and punctuation; language standards for legal translation and interpretation; appropriate English and Spanish usage, punctuation, spelling, and grammar; second language (Spanish) appropriate to the assignment; routine record management, storage, and retrieval systems.

**Ability to:** Demonstrate written and oral ability to interpret and translate in a second language (Spanish); an understanding, patient, and receptive attitude toward limited and non-English speaking persons; communicate effectively in oral and written form, using an appropriate second language standard; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; type or keyboard at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but, will walk or stand for brief periods.
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** Two years of volunteer and/or paid experience performing oral and written interpretation and translation (English to Spanish).

**Education:** Verification of a High School diploma, a GED certificate or a higher degree; supplemental training or course work in interpretation and translation is desirable.