

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.