

Rialto Unified School District

MEDIA SPECIALIST III - JOB DESCRIPTION

DEFINITION:

Under the general direction of the Media Services Department, performs complex, correct and responsible technical and non-technical duties as expected of specialist positions; answering phones, assisting Media Services in oral interpretation and written translation work from English into Spanish or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various District/Parent meetings, being familiar with District events, activities; and performs complex and responsible secretarial functions; prepares and disseminates information and publicity pertaining to the various District events, functions and activities; establishes and maintains cooperative relationship with students, parents and community; assist in the design, layout, editing, and translation of news releases, and promotional materials, and performs other related work as required and/or assigned.

ESSENTIAL DUTIES:

- Arrange meetings and provides professional interpretations during meetings, and other events
- Translate all internal documents for the District, such as news bulletins, letters, notices, flyers, and other documents, from English into Spanish and vice-versa
- Assist parents, school personnel, and community with information, interpretation and other demands
- Prepares and edits District translations in compliance with policies, regulations and guidelines concerning a second language
- Serves as a personal secretary and office management assistant dealing with a variety of sensitive and privileged matters
- Maintain proper filing and documentation of District Translations
- Maintain regular communication with parents, school personnel and district personnel regarding translations/interpretations
- Assist with administration and management of the Media Services Office
- Provide other secretarial support to the Media Services Office and District
- Maintain and practice confidentiality both in and out of district with regard to records, activities, and communications relating to all students, parents/guardians, and staff
- Assists administration, support and instructional personnel through the interpretation and translation of the various aspects of school plans, and safety plans
- Participates in a variety of special projects involving staff and community relations and communications
- Interprets policies, regulations, and operational procedures to those persons contacting the Communication's Office, either by telephone or in person
- Reviews, analyzes, and evaluates the District's translation/interpretation demands and prepares recommendations pertaining to program enhancement and improvement
- Coordinates and leads the staff activities of the Director of Communication's office, including the organization, planning, layout and development of project time lines
- Conducts staff development programs in the area of professional translation/interpretation and communication

MEDIA SPECIALIST III

QUALIFICATIONS:

Knowledge of: Spanish language common word meanings, sentence structure, grammar, syntax, and punctuation; language standards for legal and professional translation and interpretation; appropriate English and Spanish usage to proficiently read, write, speak and translate in both English and Spanish; procedures, methods, strategies, and techniques pertaining to the operation of a Director or Administrator's office; modern office practices, trends and procedures, standard office equipment and modern data management, storage and retrieval systems; legal mandates, policies, regulations and procedures which govern the Director or Administrator's operational processes; effective and efficient communication techniques in both English and Spanish.

Ability to: effectively, efficiently and professionally perform oral interpretations and written translations in a second language (Spanish); demonstrate an understanding, patient, and receptive attitude toward limited and non-English speaking persons; communicate effectively and proficiently in oral and written form, using an appropriate second language standard; effectively and efficiently perform highly and responsible secretarial and administrative functions and activities; effectively operate a computer and use appropriate software applications; understand and carry out oral and written directions with minimal supervision and direction; establish and maintain cooperative working relationships and maintain a calm and tactful manner; remain flexible and work effectively in spite of frequent interruptions and task priority changes.

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 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

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

EXPERIENCE AND EDUCATION

Experience: Three years of highly responsible translator/interpreter and secretarial experience, preferable in an educational organization.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; coursework or training in office management, advanced secretarial skill areas, public relations, translation/interpretation or related areas is desirable.

License Requirements: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.