



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

INTERPRETER/TRANSLATOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, provide written translation of communications and of correspondence such as forms, letters, flyers, reports and other documents between a source language to a designated target language; serve as an interpreter at meetings, assemblies, conferences and other events; provide consecutive and simultaneous oral interpretation and sight translation at complex District meetings including Individual Education Program (IEP) sessions and a variety of related District programs; ; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Translate instructional materials, documents, forms, bulletins, correspondence, reports, presentations, handbooks, and directives from a source language to a designated target language for members of the educational community, students and District staff.
- Prepare written translations of Individual Education Programs (IEPs); translate complex District policies, forms, notices and correspondence; review complex translated material submitted by District personnel; edit for accuracy of meaning, grammar and syntax as directed; proofread and ensure accuracy of translated materials; review, edit and revise translations.
- Provide interpretation services to facilitate communication between various individuals; communicate with staff, administrators, teachers, students, parents and others in English and a designated target language; serve as an interpreter at meetings, assemblies, conferences, presentations or other events using methods such as simultaneous interpretation, consecutive interpretation and sight translation.
- Assist administration, support and instructional personnel through the interpretation and translation of the various aspects of individual educational plans (IEPs).
- Translate student records from foreign educational agencies to assist in the development of a student instructional program to meet specific graduation requirements.
- Maintain logs and records for translation and interpretation requests; assign requests, indicate status and log input when completed; maintain a variety of records and files pertaining to materials translated from one language to another.
- Reply to inquiries and provide assistance to callers, visitors and others regarding educational resources and services in a designated second language; assist with coordinating and arranging translation and interpretation services for students and families.
- Receive and respond to translation and interpretation requests; develop and maintain a continuous schedule of interpretation and materials to be translated;
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Specified language common word meanings, sentence structure, grammar and punctuation.

- Language standards for legal and academic 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 at a high academic level.
- Communicate effectively, both orally and in writing, using an appropriate second language standard.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate or a higher degree.

EXPERIENCE:

Two years of volunteer and/or paid experience performing oral and written interpretation and translation (English to Spanish). Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Recent job-related experience within the last five years is required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in interpretation and translation is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor work environment. Fast Paced Work Environment. Adverse or Seasonal Weather.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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.

POTENTIAL HAZARDS:

N/A

Revision Date: 2/1/2024