

STOCKTON UNIFIED SCHOOL DISTRICT

TRANSLATOR/INTERPRETER SPECIALIST

BASIC FUNCTION:

Receives general supervision, to prepare written translation or interpret correspondence, educational and general materials from English to Spanish or another designated language other than English (i.e. Hmong, Lao, Punjabi or Vietnamese); to provide oral interpretation for District staff, parents and public; and to do other related work as may be required. Exercises no supervision.

EXAMPLE OF DUTIES: (incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

Required to speak, read, comprehend and write fluently in English and one of the designated languages. **E**

Translate correspondence, minutes, memoranda, bulletins, instructional and educational materials, reports and forms and other school district communications into written form, using appropriate expressions, comprehensibility, grammar and syntax. **E**

Prepare communications for a variety of District administrators, specialists, faculty and other staff to provide interpretation and translation. **E**

Assist District personnel in communicating by interpreting between English and the designated language, and interpret at workplace, conferences and meetings. Translate for District staff, parents and public in assigned language(s); translate and interpret materials and conversations in an accurate and reasonable, timely manner as required. **E**

Interpretation and translation at meetings; promote understanding and develop rapport with non-English speaking parents. **E**

Efficiently performs a variety of clerical duties that may involve interpreting, copying, answering the telephone, and making files; operate various office equipment including but not limited to computers, copiers and fax machines. **E**

Prepare and maintain files and records related to student assessment and enrollment reclassification and intervention. **E**

May occasionally participate in or attend evening and/or weekend meetings and school related activities. **E**

Serve as a high level technical resource for District staff; **E**

Explain words and phrases for meaning and appropriateness. **E**

Maintain regular and prompt attendance in the work place. **E**

Interpreter / Translator - Continued

Translator/Interpreter Specialist– Page 2

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, spelling, grammar and punctuation;
- Correct Spanish or other designated language usage, spelling, grammar and punctuation;
- English and Spanish or other designated language equivalent of general, technical and subject matter terms;
- Regional differences in work usage and idioms. Regional, cultural and language variations in countries where the specified language is the specified tongue.
- Speak, read, and write effectively in idiomatic English and Spanish or other designated language;
- Operates standard office equipment and computer programs with speed and efficiency.
- Effective communication techniques, decision and problem solving abilities both oral and written.
- Resources for obtaining information regarding district policies, procedures, rules, regulations and educational programs.

ABILITY TO:

- Read, write, interpret and translate English and a designated second or third language effectively.
- Speak and interpret English and a designated second or third language effectively.
- Establish and maintain cooperative relationships with a diverse range of parents, students, school staff and community organizations within the area.
- Type or input data at 45 words per minute from clear copy.
- Analyze situations accurately and adopt an effective course of action. Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Prepare and maintain accurate and up-to-date records, files, histories and other documentation of all services rendered.
- Communicate, comprehend and follow both oral and written instructions.
- Physical capabilities sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Maintain confidentiality and impartiality.
- Learn new or updated computer systems and programs to apply to current work.
- Learn District organization operations, policies, objectives and goals.
- May occasionally work a flexible schedule up to and including a split shift assignment.

EDUCATION AND EXPERIENCE:

Education, training and/or experience equivalent to two years of college plus at least one year of work experience in the knowledge and abilities listed above.

Interpreter / Translator - Continued

Translator-Interpreter Specialist – Page 3

NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

License or Certificate

Possession of a valid California driver's license is required.

Bi-literate Exam (must pass Stockton Unified School District's language test to demonstrate proficiency in English and a designated second or third language in the areas of reading, writing, listening and speaking)

Typing Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Walk over uneven ground.

HAZARD:

- Frequent car travel.

Salary Placement

CSEA Chapter 821

Salary Range: 47

8 hours / 11 months

Revised: 07/30/14

Board Approved:

Interpreter / Translator - Continued