

Escondido Union High School District Job Description

Job Title: Translator
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 29
Approved By: Board of Education
Approved Date: 8/27/2013

NATURE OF WORK:

Under the direction of an assigned supervisor, provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and educational materials from English to a designated second language; maintain related records; serve as an interpreter for a variety of meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Translate correspondence, reports, forms, articles, handbooks, technical manuals, legal documents and other instructional and education materials from English to a designated second language from clear copy, rough draft and transcription equipment; proofread and assure accuracy of translated materials.

Type and prepare written translations and other materials.

Interpret at a variety of meetings between school officials, students and parents including Individual Education Plan (IEP) meetings; translate IEP's; interpret student and parental concerns to school administrators; prepare related records.

Perform a variety of general clerical duties in support of assigned office; maintain records and files including records of translations; compose and type routine correspondence.

Operate a variety of office equipment including a copier, fax machine and a computer.

Answer and receive telephone calls; greet and assist visitors; provide general information and assistance to callers and visitors.

Translate at audiological, speech cases and evaluations as requested.

Drive a vehicle to school sites as assigned by the position; assist in administering language proficiency tests to students.

Receive, route and distribute mail.

Schedule and coordinate translation calendar.

Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in a designated second language and two years of experience in translating and interpreting materials.

CERTIFICATES, LICENCES, REGISTRATIONS:

Valid California Driver's License

Typing Certificate

A professional Certificate of Translation Skills from an accredited institution or program is highly desirable.

KNOWLEDGE OF:

Modern office practices, procedures, and equipment, including the use of standard office machines pertinent to assigned operations; terminology, forms and materials of the District; regulations and policies of the District; simultaneous and consecutive interpretation techniques; operation of a computer and assigned software; record-keeping and report preparation techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Translate oral and written communications from English to a designated second language.; read, review and edit translations; understand and communicate the needs of staff, students and parents; express thoughts clearly and concisely in English and a designated second language; maintain confidentiality of sensitive and privileged information; operate a variety of office equipment including a computer; perform a variety of routine clerical duties; type at 40 words per minute from clear copy; read and comprehend instructions, short correspondence, memos and documents such as safety rules, Board policy and procedure manuals; effectively enter data into the computer; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; write simple correspondence; effectively present information in one-on-one and small group situations to parents, students, administrators, outside agents and other employees. Work independently with little direction. Perform duties effectively with many demands on time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to use hands to finger, handle, or feel. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

Persons assigned to this classification must have the ability to provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals and other instructional and educational materials from English to a designated second language; understand and communicate the needs of staff, students and parents; express thoughts clearly and concisely in English and a designated second language. Must have the desire to work as a team member to effectively provide the services required in a school environment. Must be able to provide translation services under contentious meeting environments. Must be able to work independently with little direction, prioritize work, remain calm while performing varied duties requiring accuracy; complete work with many interruptions, meet deadlines and timely notices while maintaining a professional demeanor.