

William S. Hart Union High School District**Position Description**

Position: DISTRICT TRANSLATOR II	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, June 12, 2013	Salary Range: 220

Summary

Under the direction of an assigned administrator, translates and/or interprets a wide range of documents including media releases, parent communications, and Individualized Education Program (IEP) reports between English and a designated second language; and provides oral interpretation for meetings, conferences, and other events.

Distinguishing Career Features

The District Translator II is the highest of two levels in the District Translator career path. The District Translator II is distinguished from District Translator I in that while the latter speaks, reads, and writes the designated second language, incumbents in such classes do not translate materials which are as diverse or complex, nor are the materials distributed as broadly as the work of a District Translator II. Advancement to District Translator II is based on need and compliance with qualifications.

Essential Duties and Responsibilities

- Translates and interprets a wide range of materials which are diverse or complex in nature between English and a designated second language.
- Converts a variety of written materials between English and a designated second language for the purpose of communicating with student family members, guardians and other stakeholders.
- Prepares a wide variety of resources; such as letters, forms, media releases, etc.
- Edits and proofreads materials to ensure that content and tone of translated materials accurately reflect that of the original document.
- Provides translation and interpretation services for the Special Education Department which includes translation and interpretation during IEP meetings and of IEP reports/documents.
- Translates and interprets for media releases, bulletins, and communications.
- Translates and records informational messages for the District Connect-Ed telephone services.
- Provide translation services to facilitate communications between various individuals; communicate with staff, administrators, teachers, students, parents and others in English and a designated second language; serve as an interpreter for meetings, IEPs, conferences, presentations or other events.
- Provide assistance to callers, visitors and others regarding educational resources and services in a designated second language; respond to inquiries and provide information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.
- Assist with coordinating and arranging translation services for students and families as assigned; refer families to programs, services and community resources as appropriate; receive and respond to translation requests; maintain and update

related schedules and calendars.

- Operate a variety of office equipment including a copier, computer and assigned software; utilize interpretation equipment such as microphones and receivers; circulate and advise students, staff, parents and others regarding interpretation equipment.
- Travel to various school sites, offices and other locations to provide translation, transcription, interpretation and educational support services as needed; drive a vehicle to conduct work.
- Maintain various records related to assigned duties and activities.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills

- Accurate and concise written and spoken translation and interpretation between English and a designated second language.
- Extensive vocabulary, grammar, spelling, punctuation syntax and idiomatic usage of English and a designated second language.
- Simultaneous and consecutive translation and interpretation techniques.
- English and a designated second language equivalent of general, technical and subject-matter terms.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, equipment and procedures.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Basic public relations techniques.

Abilities

- Communicate effectively and clearly in both English and a designated second language.
- Read and write effectively in idiomatic English and the designated second language.
- Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and a designated second language.
- Edit and proofread complex materials.
- Serve as a translator and/or interpreter for meetings, IEPs, conferences and other events.
- Learn, interpret, apply and explain policies, procedures, rules and regulations.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.

Physical Abilities

- Perform work of a predominately sedentary to moderately active nature in an indoor environment.
- Dexterity of hands and fingers to operate a computer keyboard; hear and speak to exchange information.
- See to read a variety of materials; sit or stand for extended periods of time.

Education and Experience

Associate's Degree including coursework in a designated second language and three years of experience involving written and oral translations and interpretations between English and a designated second language. Additional experience may substitute for higher education on a year for year basis.

Licenses and Certificates

Valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.