

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

Position: DISTRICT TRANSLATOR I	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, August 12, 2009 Revised: June 12, 2013	Salary Range: 140

Summary

Under the direction of an assigned administrator, provide oral translation of communications and written translation of correspondence, forms, letters, reports, Individualized Education Program (IEP) reports, and other documents between English and designated second language; serve as an interpreter for meetings, conferences and other events.

Distinguishing Career Features

The District Translator I is the first of two levels in the District Translator career path. The District Translator I will have well-developed skills, knowledge and experience in two or more languages. Because incumbents will be translating and converting documents, proficiency in computer, typing and data input skills is required. Advancement to this position could come from instructional or clerical support positions. Advancement to District Translator II is based on need and compliance with qualifications, including the ability to translate and interpret diverse and complex materials which are broadly distributed.

Essential Duties and Responsibilities

- Translate documents, forms, letters, notes, reports, IEPs, presentations and various other correspondence and materials from English to a designated second language, and from a designated second language to English; proofread and assure accuracy of translated materials; review, edit and revise translations.
- 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.
- Serve as an interpreter for phone calls as needed; provide oral and written translation, transcription, and interpretation of IEPs at school sites and other locations as requested.

- Maintain various records related to assigned duties and activities.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills

- Extensive vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language. Simultaneous and consecutive translation and interpretation techniques.
- 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

- Provide oral and written translation services to facilitate communications.
- Read, write, translate and interpret English and a 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.
- 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.
- Communicate effectively both orally and in writing. 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

High School diploma or equivalent and two years of experience involving oral translation and conversion of written documents and forms between English and a designated second language.

Licenses and Certificates

Valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.