

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TRANSLATOR / INTERPRETERDefinition

Under the direction of an assigned Administrator, translate a variety of documents into a designated language and English to communicate effectively with parents speaking a designated language and the community; and perform other related duties as assigned.

Distinguishing CharacteristicsSupervision Received and Exercised

Receives general supervision from higher level administrative supervisory staff.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class. Translate a variety of documents into a designated language and English to communicate effectively with parents speaking a designated language and the community; proofread documents to assure accuracy. Perform translations of various materials including notices, memorandums, letters, forms, flyers, and newsletters for a variety of school and District programs and events. Perform translations of correspondence and forms for school and District personnel including school nurses, administrators, program coordinators, principals, and the District Superintendent. Operate a computer and other office equipment as assigned; duplicate, mail, fax and the file translated materials. Interpret at a variety of meetings between school officials, students and parents including Individual Education Plan (IEP) meetings; interpret student and parental concerns to school administrators; prepare related records. Translate at audiological, speech cases and evaluations as requested. Communicate with schools and district personnel regarding translations and timelines; prioritize and organize work. May assist and support staff in the development and preparation of site communications to the public, including articles, press releases, and communiqués.

QualificationsKnowledge and Ability

Correct usage, vocabulary, syntax, grammar, spelling, punctuation, and idiomatic usage in English and a designated language; terminology, forms and materials of the District; operation of a computer and assigned office equipment; oral and written communication skills; interpersonal skills using tact, patience and courtesy; simultaneous and consecutive interpretation techniques.

CLASSIFIED JOB DESCRIPTION
Interpreter/Translation

Translate written communications from English to a designated language and vice versa; understand and communicate the needs of school and District personnel, students and parents; provide a finished product related to written translations including typewritten or legible hand-written products; maintain confidentiality of information; operate a computer and other office equipment; prioritize and schedule work; work independently with little direction; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; exchange information; read a variety of materials.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience composing, editing, and translating materials in English and the designated foreign language and providing immediate oral interpretations during group meetings and in one-to-one situations, preferably in a school district or public institution.

Training

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

SPECIAL REQUIREMENTS

Incumbents are required to pass the District proficiency test in the area to which assigned.

A valid Class C California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy, at time of appointment, and throughout employment in a position in this classification as required by position.

Personal transportation for job-related travel throughout the District.