

JOB DESCRIPTION

TITLE DISTRICT TRANSLATOR/INTERPRETER MANAGER

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/ Experience	Associate's degree with an emphasis in foreign languages or equivalent from a college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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.

REPORTS TO Director of Diversity and English Language Learners (ELL) Services

GENERAL RESPONSIBILITIES

1. Serves as the lead district interpreter and translator of documents, either orally or in writing.
2. Oversees the different translations for the department.
3. Serves as a liaison between the community and schools.
4. Oversees the ELL Home Connection (TV Show) in different languages.
5. Supervises district translators.

SPECIFIC RESPONSIBILITIES

1. Keeps an inventory of all translations, by languages, completed by the department.
2. Maintains a bank of documents translated on the file server.
3. Makes translated documents available to all the district schools and parents via the department's website.
4. Meets with the ELL Parent Advisory Council three times a year or more if necessary.
5. Communicates with the community regarding school programs, grading procedures and other school related topics.
6. Coordinates documents to be translated and schedules the translations with the district translators.
7. Schedules and selects translators for special district meetings.
8. Assists in testing students in heritage language at different sites when necessary.
9. Serves as a translator for families and school staff, whether or not the student qualifies for the ELL program, during such activities as testing and staffing.
10. Assists with the development of procedures manuals and training for translators.
11. Assists with screening and interviewing applicants for translators' district-wide.

12. Supervises district translators.
13. Develops and coordinates the translation of the script for the district weekly ELL Home Connection TV shows.
14. Assists school personnel in the planning and implementation of parent involvement activities.
15. Coordinates and conducts three meetings a year with the district ELL Parent Advisory Council.
16. Assists in the delivery of staff development activities for non-instructional personnel. Those include, but are not limited to, training on entry and exit tests within.
17. Provides training to staff on the cultural issues affecting the learning process diverse populations.
18. Coordinates the interpretation and validation of students' transcripts from other countries as necessary.
19. Coordinates translations during Board and Committee of the Whole meetings as necessary.
20. Provides parent training to ELL Parent Advisory Council (PAC) as needed.
21. Performs other duties as assigned.