

JOB DESCRIPTION

TITLE DISTRICT INTERPRETER/TRANSLATOR

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	<p>Associate's degree in related field from an accredited college or university; or two (2) years related translation and/or interpretation experience which provides the required knowledge, skills and abilities for this position; or equivalent combination of education and experience.</p> <p>Must be fluent (listening, speaking, reading, writing) in English, <u>and</u> the language of translation/interpretation. Computer skills required include the ability to navigate and research foreign language sites and apply translations tools. Knowledge of and experience with Instantaneous Interpretation hardware.</p>
Language Skills	<p>Ability to read and comprehend in English <u>and</u> language of translation/interpretation. The ability to write accurately in English <u>and</u> language of translation/interpretation. Ability to effectively present information in one-on-one and group situations to parents, teachers and other employees. Knowledge of current educational key terminology and practices in the United States and other countries.</p>
Mathematical Skills	<p>Knowledge of current mathematical terms and concepts in both English <u>and</u> language of translation/interpretation. 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.</p>
Certificate/License	<p>N/A</p>
Reasoning Ability	<p>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.</p>

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 while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 District Translator/Interpreter Manager and ELL K-12 Coordinator

GENERAL RESPONSIBILITIES

1. Serves as the district interpreter / translator orally and/or in writing.
2. Serves as a liaison between the community, district and schools.

SPECIFIC RESPONSIBILITIES

1. Communicates with the community regarding school programs, grading procedures and other school related topics.
2. Translates district and school documents and communicates so that parents, whether or not the children participate in the ELL program, receive communications in the native language, either orally or in writing.
3. Assists in testing students in heritage language at different sites when necessary.
4. Keeps an inventory of all translations, by languages completed.
5. Interprets, translates and validates district transcripts and legal documents from other countries.
6. 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.

7. Assists schools and district personnel in the planning and implementation of parent involvement activities. Serves as a presenter and/or interpreter at ELL Parent Trainings.
8. Makes home visits when necessary to collect or deliver information.
9. Translates district material for television shows for parents and community in general. Assists in script development and editing in English and the language of translation/interpretation. Presents television show information in English and the language of translation/interpretation.
10. Tapes voice over messages on an as needed basis.
11. Provides parent training to ELL Parent Advisory Council (PAC) as needed.
12. Provides simultaneous translation services for the School Board meetings and other district functions as needed. Is responsible for the care and maintenance of the translation equipment.
13. Provides translation services and updates over the telephone surveys, radio notifications, and hotline emergency services.
14. Provides translation and/or interpretation of information for the district website.
15. Translates and interprets district wide documents for the different department during the summer.
16. Performs other duties as assigned.