

DISTRICT TRANSLATOR**DEFINITION**

Under general supervision, to develop, edit, and prepare complex and specialized written translation from Spanish to English or English to Spanish; to interpret at meetings, interviews, hearings, and conferences; to serve as a trainer and technical resource for other translators and staff; to assist in providing better communication with the Hispanic community; and to perform other duties as assigned.

TYPICAL DUTIES

Prepares accurate, concise, and grammatically and idiomatically correct written translations of materials including brochures, parent handbooks, guides, curricular materials, policies, forms, tests, minutes, correspondence, procedures, reports, etc. for the District office and school sites; reviews, edits, and proofs materials translated by other District personnel for accuracy, grammar, syntax, etc.; coordinates the translation of materials in languages other than Spanish as needed. Operates computer and office equipment to prepare translations and maintains related records.

Interprets at Board of Education, District Advisory Committee, Parent Leadership, and other meetings and major school/community events; interprets at administrative panel hearings for expulsion/suspension sessions, and on home visits by District administrators.

Serves as resource to other translators and District staff regarding language usage and Hispanic culture; prepares glossaries and other guides; conducts workshops to upgrade skills of site and departmental translators; as requested, teaches beginning Spanish classes to employees; serves on panels to assess spoken and written English-Spanish skills of applicants; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The single position class of District Translator performs advanced-level, specialized translations and interpretation (English-Spanish) in support of site activities and District-wide programs and serves as a resource to less skilled bilingual translators throughout the District. Responsibilities have a high consequence of error because of the community-wide distribution of materials and the sensitive and/or public nature of many meetings.

EMPLOYMENT STANDARDS

Knowledge of: Correct English and Spanish grammar, spelling, and punctuation; local English and Spanish idioms; American and Hispanic cultures; District policies and procedures; business composition; operation of office machines, including computer equipment.

Ability to: Translate complex, specialized materials and interpret rapid conversations or technical presentations from English to Spanish and Spanish to English accurately, and with proper grammar, syntax, punctuation, and idiom; meet schedules and timelines, use bibliographic references and research resources in English and Spanish publications; prepare translated material into appropriate form using a computer or other equipment; maintain confidentiality of sensitive information; establish cooperative working relationships with staff, parents, and community members; represent the District well with those from other cultural backgrounds by demonstrating tact, sensitivity, good judgment, and a high degree of cultural awareness; communicate effectively orally and in writing; work independently with minimal supervision use a computer for word processing and other common software applications.

Essential Physical and Mental Activities and Work Environment: Work is generally performed in the District office environment, though visits to the schools, attending meetings or events in the community, or occasional home visits are also required. Must have sufficient strength, stamina, and sustained

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concentration to work on written translations for hours at a time, operate a computer, and work overtime or attend evening meetings, as required. Must have sufficient hearing to comprehend ordinary conversation and public presentations and have sufficiently clear and distinct speech for oral translations.

Typical Background: Any combination of college-level coursework and at least two years of experience translating and interpreting complex, specialized materials and conversations from English to Spanish and Spanish to English which would demonstrate an expert or mentor level of achievement.

Licenses: California Driver's license and use of an automobile. A professional Certificate of Translation skills from an accredited institution or program is highly desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Approved by Personnel Commission November 7, 1991 and May 19, 1994

Revised (JW) December 15, 1995; revised typing requirement January 26, 1995

Revised October 8, 1998 J. Welser. Approved by Personnel Commission October 15, 1998.

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