

TRANSLATOR / INTERPRETER (SPANISH)

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the Director of Pupil Personnel Services, the job of Translator/Interpreter (Spanish) is done for the purpose/s of translating a variety of documents and interpreting for functions and meetings as assigned, to/from English/Spanish primarily in support of the District's special education program.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Translator/Interpreter (Spanish) is responsible for the accurate translation of documents that serve as the official recordation of eligibility determination and subsequent educational plans affecting the course of study for affected students. Content of translated material is subject to administrative and higher level appeal and legal action related to program entitlements, hence accuracy and precision are of critical importance

ESSENTIAL FUNCTIONS

- Translates accurately and concisely documents and other materials from English to Spanish and Spanish to English for the purpose of providing translation and interpretation for school and District-level functions.
- Reads and rewrites material in Spanish for the purpose of providing materials in Spanish following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Prepares written translations for duplication for the purpose of providing materials in Spanish and English as needed.
- Composes routine correspondence from brief instructions for the purpose of providing written documentation.
- Maintains files and records as assigned for the purpose of providing an up-to-date reference trail.

OTHER FUNCTIONS

- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

CLASSIFIED

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: Special Education terms (legal, medical, educational); Special Education processes and programs; and protocol in confidential translation and interpretation.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

EXPERIENCE

Job related experience within specialized field is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

CLASSIFIED

Pre-employment proficiency test(s)

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance