

## INTERPRETER

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide simultaneous and consecutive interpretations during various formal meetings and as needed in order to provide information to non-English speaking students, parents and community members.

### **REPRESENTATIVE DUTIES:**

- Provide simultaneous and consecutive interpretations during formal presentations at schools and district meeting sites using district interpretation equipment. **E**
- Interpret from English to a specified second language and from the specified second language to English in order to assist district personnel in communicating with non-English speaking students, families and community members. **E**
- Interpret faithfully, always conveying the thought, intent, and spirit of the speaker while maintaining confidentiality, an impartial attitude, and professional demeanor at all times. **E**
- Demonstrate commitment to cultural sensitivity and working in a diverse environment. **E**
- Use, distribute and maintain headsets and microphones used during interpretation assignments. **E**
- Attend various meetings as necessary; travel to schools and offices as assigned. **E**
- Perform other duties as assigned.

### **KNOWLEDGE OF:**

Correct oral usage of English and a designated second language. Correct English usage, grammar, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Operation of desktop computer software and peripherals.

### **ABILITY TO:**

Read, speak and interpret English and a designated second language.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with students, teachers, parents, staff and the public including members of ethnic communities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from high school and two years' experience assisting non-English speakers with interpretation services.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment, school setting, evening parent advisory committee and school board meetings.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the phone.

Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance.

Sitting for extended periods of time.

Seeing to read a variety of materials.

10/04/23  
SMJUHSD  
Range 18