

TRANSLATOR-INTERPRETER

BASIC FUNCTION:

Under the direction of the Director of Multilingual and Migrant Education Programs, translate and produce a variety of general, technical, legal and medical documents and materials between English and a second designated language for schools and district office staff. Provide simultaneous interpretations during various formal meetings and as-needed in order to provide information to non-English speaking students, parents and community members.

REPRESENTATIVE DUTIES:

- Prepares written translations of a variety of documents used at school sites and the district office including, but not limited to, individualized educational plans, legal materials, assessments, bulletins, correspondence, meeting minutes and forms.
- Produces verbatim translations of formal and informal meetings using idiomatic expressions when necessary and appropriate to ensure accurate and effective message content and intent delivery.
- Provide simultaneous interpretations during formal presentations at schools and district meeting sites using district interpretation equipment.
- Interprets 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.
- Use, distribute and maintain headsets and microphones used during oral interpretation assignments.
- Use modern office equipment in the preparation of translations.
- Attend various meetings as necessary; travel to schools and offices as assigned.

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
Correct English usage, grammar, spelling, punctuation 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, write and translate English and a designated second language.
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 translation and 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.

Dexterity of hands and fingers to operate computer equipment and keyboard.

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.

07/01/15

SMJUHSD

Range 24