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|  | Classified Position Description District Translator | Initial Date: September 23, 2002 Board Approval: October 21, 2002 Personnel Commission: Revision Date: Range: 44 Reports to: District Administrator |
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DESCRIPTION OF BASIC FUNCTIONS & RESPONSIBILITIES:

Under the direction of a Cabinet level administrator, this position is responsible for the translation of a variety of materials from English to Spanish/Spanish to English and interpretation services. Provides such services to administration, teachers, and other district employees as directed.

REPRESENTATIVE DUTIES:

Shall be responsible for translating from English to Spanish:

1. All district correspondence addressed to Spanish-dominant students and parents;
2. Report cards and other school records of Spanish-dominant students;
3. K-12 classroom materials intended for use in Spanish, ELL classes;
4. Texts, or portions thereof, for use in K-12 classes for Spanish-speaking students;
5. Announcements, newsletters, minutes of meetings, etc. published by the district office and/or all district schools.

Shall be responsible for translating from Spanish to English:

1. Correspondence received from Spanish-speaking students, their parents, or any community member;
2. Any Spanish language document received from any source, addressed to the district or to a school therein.

Upon request, shall serve as Spanish-English/English-Spanish interpreter at meetings, hearings, and conferences as assigned.

EMPLOYMENT STANDARDS:

Knowledge, Skills and Abilities Required:

- Ability to speak, read, and write English and Spanish fluently.
- Ability to type accurately.
- Ability to use a variety of office machines, including word processors, laser printers, photocopiers, calculators.
- Knowledge of general educational terminology in English and Spanish.
- Knowledge of ethnic customs and cultures particular to Spanish-English groups.
- Perform assigned/required tasks without close supervision.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting

and operating a keyboard to enter data into a computer terminal for extended periods of time.

- Moderate to high stress level

ENVIRONMENTAL CONDITIONS:

- Indoor office environment.
- Temperature – normal climate.

CONTACTS:

- Daily contact with District staff, school sites, parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- Education equivalent to graduation from high school
- Associate Arts Degree or equivalent workplace experience

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.