
Position:	Written Translator	FLSA:	Non-Exempt
Department/Site:	Special Projects	Salary Grade:	\$40.00/per page
Reports to/Evaluated by:	Director, Special Projects	Salary Schedule:	Miscellaneous

SUMMARY

Under general supervision, provides comprehensive written translation services in a variety of linguistic environments between schools, parents, staff, and the community.

DISTINGUISHING CAREER FEATURES

Provide services upon request of schools or departments for translating for meetings (i.e. Migrant Education, Parent Teacher Conferences, ELAC, DELAC, LCAP, DAC, district-wide translations, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides written material and/or translation services for bilingual adults.
- Provide written translation regarding school and community programs; explain District and Education Code regulations and policies.
- Performs other duties reasonably related to the job class

QUALIFICATIONS

Knowledge and Skills: Correct oral and written usage of English and a designated second or third language. Comprehensive knowledge of a second language sufficient to instruct parents, staff, and community members in a variety of settings is essential. Knowledge of the district’s board policies, applicable sections of State Education Code, and other applicable laws. Requires understanding and familiarity with district programs and services.

Abilities: Ability to read, write, speak, and translate English and a designated second language is required. Ability to assess and adjust to varying language abilities and the preferred communication mode of adults. Understand and follow oral and written direction. Ability to establish and maintain effective working relationships with others. Ability to meet schedules and time lines. Work effectively in a multi-ethnic setting.

Physical Abilities: Requires ambulatory ability to sit for extended periods of time, and accomplish desktop work. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, and use a keyboard at an advanced rate.

Education and Experience: This position requires a high school diploma or equivalent; supplemented by specialized coursework preferred, or other acceptable certifications. No Child Left Behind (NCLB) compliant: Basic Skill Assessment Test (Paraprofessional Test), or A.A. /A.S. degree, or 48 units of higher

education. A minimum of two (2) years' experience translating in a public school setting. Additional education may substitute for some experience.

Licenses and Certificates: Certified in the assigned language for translation preferred.

Working Conditions: Work is typically performed indoors where minimal safety considerations exist.