

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: **TRANSLATOR/INTERPRETER**
Job Family: Student Services
Reports to: Assistant Superintendent, Director, or Coordinator
Salary Level: Range 32
Calendar: Classified School Year

SUMMARY:

Under the direction of the Director or Coordinator, provide oral and written translation and interpretation of complex correspondence, legal and medical documents, forms, letters, reports, scripts and other materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops, conferences using simultaneous and consecutive interpretation techniques; perform related clerical duties. The areas of coverage may include but not be limited to special education, student discipline, human resources, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and special education materials from English to a designated second language from clear copy, rough draft and oral dictation; proofread and ensure accuracy of translated materials.
- Read, translate and produce a variety of documents, materials and information bulletins, handbooks, correspondence and news releases; prepare drafts and finished translations; prepare verbatim translations.
- Serve as an interpreter for a variety of meetings, workshops and conferences.
- Serve as liaison for department personnel, parents and their families.
- May provide testimony in defense of the translation of legal documents during due process hearings.
- Answer and receive telephone calls and emails; respond to inquiries and provide general information and assistance to callers, parents and visitors.
- Research, compile and verify a variety of data and information.
- Provide technical information and assistance related to program operations laws, rules, regulations, policies and procedures.
- Perform various clerical duties in support of assigned functions as required; prepare complex correspondence; duplicate and distribute materials; maintains filing systems.
- Type and input data into an assigned computer system; ensure accuracy of input and output data; maintain confidentiality of student and staff information.
- Operate a variety of office equipment including a copier, computer and assigned software.
- Travel to various District sites, offices and other locations to provide translation, interpretation and related support services as needed; drive a vehicle to conduct work.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Attend and participate in workshops, conferences or in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: associate's degree in a designated second language and two years experience translating and interpreting materials.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance.
- Applicable license/certification as an Interpreter/Translator or enrollment in an Interpreter/Translator certification training program.

Knowledge of:

- Extensive vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.
- Simultaneous and consecutive interpretation techniques.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.
- Serve as an interpreter for a variety of meetings, workshops, conferences and special events between parents and district staff, community organizations and outside agencies.
- Perform related clerical duties.
- Type related documents in both English and a designated second language, at a reasonable rate of speed, which allows for the regular completion of assigned work.
- Read, review and edit translations.
- Interpret, apply and explain policies, procedures, rules and regulations to parents, students or staff members.
- Operate a computer, devices, and assigned software for the purpose of translating or interpreting.
- Communicate effectively both orally and in writing in English and a designated second language.
- Establish and maintain cooperative and effective working relationships with others.
- Serve as a liaison between parents, district personnel and with other agencies.
- Understand and follow oral and written instructions.

DESIRED QUALIFICATIONS:

- Experience working with migrant families.
- Experience working with students with special needs and their families.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved Date: May 24, 2018