

**BILINGUAL INTERPRETER/TRANSLATOR**

## Grade 9

**Purpose Statement**

The job of Bilingual Interpreter/Translator is done for the purpose/s of providing simultaneous and consecutive oral translation/interpretation between English and the designated foreign language during a variety of district and school meetings; assisting district staff in meetings with families; translating various district and school level written materials, documents, and formal communication between English and the designated language; and providing assistance with the procedures related to English learners or student services.

This job reports to Director of Curriculum and Instruction/Director of Student Support Services

**Essential Functions**

- Assists with the procedures related to English Learner services as required (e.g., assessments, placement, parent notifications, communication with staff at schools on maintaining mandated timelines, reclassification, monitoring of progress, creating/updating the data files, inventorying and preparing instructional materials for distribution, etc.) for the purpose of implementing necessary processes to support English learners.
- Assists in establishing the Summer Academy for English Learners (e.g., creating rosters, ordering supplies/materials for classrooms/teachers, notifying parents of their student's eligibility, processing timesheets, etc.) for the purpose of providing needed summer support for English learners.
- Attends trainings and conferences for the purpose of updating and expanding skills as bilingual interpreter/translator required to perform functions.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records as assigned for the purpose of providing historical documentation and an up-to-date referencetrail.
- Operates and maintains the translation equipment (e.g., headphones and transmitters, etc.) for the purpose of facilitating simultaneous interpretations at large events and meetings.
- Performs administrative support tasks to the entire department (e.g., clerical support as needed, answers phone calls which require translation, etc.) for the purpose of providing necessary support for optimal departmental functioning.
- Provides interpretation for SST meetings, parent-teacher conferences and educational related family engagement activities for the purpose of providing support to parents/families of students with special needs as assigned.
- Provides simultaneous and consecutive oral interpretation at district and school meetings and events (e.g., parent-teacher conferences, SST and IEP meetings, school and district advisory meetings, family engagement events, workshops, etc.) for the purpose of providing support to the families of English learners.
- Provides written translation of confidential and non-confidential information; district and school specific

complex documents; and routine district and school communication (e.g., academic and psychological reports, Individualized Education Program plans, parent handbooks, board policies, district paper and digital forms and applications, letters, agendas, minutes, etc.) for the purpose of ensuring access to the information and resources by all families and the community.

- Reviews and proofreads written translations submitted by district for the purpose of ensuring accuracy of meaning and grammatical form.
- Supports with the preparation for meetings, district trainings and conferences related to services for English Learners as assigned (e.g., copying meeting/training materials, setting up the meeting room, taking notes at some meetings, collecting timesheets, registering staff for conferences and processing their expenditure forms, etc.) for the purpose of ensuring the events are successful.
- Translates curriculum and supplemental written materials as needed for the purpose of supporting teachers with classroom instruction of English Learners and district Dual Language Immersion program.
- Utilizes translation software and programs for the purpose of composing written translations.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; communicating effectively and bilingually; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: grammar, syntax, punctuation, and idiomatic usage of both English and the designated language; use of computers and basic office equipment, including various word processing and productivity software in English and the designated language; general, technical, and subject matter terms in English and the designated language; full proficiency in the designated and English languages (read, write, speak); and written and oral proficiency in additional languages are also desirable.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: accurately translate technical, medical, and legal documents; compose, edit, and translate materials in English and the designated language; provide consecutive and simultaneous oral translation at small and large settings; use computers and translation software to translate materials; maintain punctuality with timelines; speak in public meetings; and communicate and work collaboratively with colleagues, district and school staff, parents, and the community.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** Any combination of education and experience that will provide the required knowledge and ability.

**Required Testing**

Bilingual Testing  
Job-Related Skills Proficiency Test

**Certificates and Licenses**

Certified Interpreter/Translator  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*