

## **LEMON GROVE SCHOOL DISTRICT**

### **CLASS TITLE: DISTRICT TRANSLATOR**

#### **DEFINITION:**

Under general supervision, to develop, edit, and prepare technical, non-technical, complex, and specialized written translations from the English language to a designated foreign language, and from the designated foreign language to the English language; to perform oral interpretations at meetings, interviews, hearings, and conferences; and to perform related work as required.

#### **JOB RELATIONSHIPS:**

Supervised by the Projects Coordinator, has direct contact with schools, district staffs, students, parents, and other community agencies. Works cooperatively with district office staff to meet identified deadlines and assignments. Offers suggestions for improvements in communication practices and templates.

#### **ESSENTIAL DUTIES:**

Provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals, and other instructional and educational materials from English to a designated second language from clear copy, rough draft, and transcription equipment; proofread and assure accuracy of translated materials.

Serve as an interpreter for a variety of meetings, workshops, conferences, and special events for District personnel, parents, and students; take notes and prepare minutes following meetings as necessary.

Answer and receive telephone calls; greet and assist visitors; respond to inquires and provide general information and assistance to callers and visitors; coordinate activities with parents as necessary. Use the automatic calling system.

Perform a variety of clerical duties related to assigned activities such as compiling and duplicating materials, monitoring inventory levels of office supplies, assisting with purchase requisitions, maintaining filing systems, and typing correspondence, forms, and other materials.

Operate a variety of office equipment including a copier, typewriter, computer, and assigned software; operate translating equipment; drive a vehicle to conduct work.

Communicate with District personnel and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.

Assist in coordinating and conducting translator workshops as directed.

**CLASS TITLE: DISTRICT TRANSLATOR (continued)**

**NONESSENTIAL DUTIES:**

Perform related duties as assigned.

**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.

Operation of translation equipment.

Oral and written communication skills.

Automatic calling system.

Interpersonal skills using tact, patience, and courtesy.

Modern office practices, equipment, and procedures.

**ABILITY TO:**

Provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals, 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.

Perform clerical duties related to assigned activities.

Read, review, and edit translations.

Interpret, apply, and explain policies, procedures, rules, and regulations.

Operate a computer and assigned software.

Operate translation equipment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Type and input data at an acceptable rate of speed.

Understand and follow oral and written instructions.

**CLASS TITLE: DISTRICT TRANSLATOR (continued)**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by college-level coursework in a designated second language and one year experience translating and interpreting materials.

**LICENSES AND OTHER REQUIREMENTS:**

District pre-employment test.

Post offer physical examination and drug screen.

Fingerprint clearance from Department of Justice.

Current X-ray or tuberculin skin test before employment and every four years thereafter.

Current valid California driver's license

**ENVIRONMENT:**

Office environment in school setting.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Sitting for extended periods of time.

Board approved: June 26, 2007