

TRANSLATOR/INTERPRETER

DEFINITION

Under the general direction of the Coordinator of the Second Language Program, perform major oral and written translations from English into a designated language or from a designated language into English for the Saddleback Valley Unified School District; assist in screening the oral and written language qualifications of applicants for Classified biliterate positions; provide better communication with the community to the designated language in the District.

EXAMPLES OF DUTIES

Provide accurate and concise translations for departments and schools with the required timeline; translate curriculum materials in all subject areas designated by the District for use in the K-12 instructional program; translate District pamphlets, legal forms, report cards, tests, student handbooks, funding proposals, educational master plans, minutes of meetings, notices, correspondence, and other material as needed; edit, proofread, and correct forms and materials in preparation for printing, utilize bilingual word processing and other software; assist Personnel Services in the development of written tests in a designated language for Classified positions; evaluate test results to determine applicants' qualifications; interview applicants to assess their speaking ability; serve on oral panels and testing boards; provide the proofing and typesetting for translated materials for final printing; review translated material submitted by other personnel and edit for accuracy, comprehensibility, grammar and syntax; explain words and phrases for meaning and appropriateness; serve as technical resource; provide oral interpretation of Individualized Education Plan to parents of students in a designated language in Special Education programs, interpret at expulsion hearings, District Advisory Committee meetings, Board of Education meetings, and conferences with others as requested when the subject matter is of a technical nature; attendance at evening meetings when needed; perform related duties as assigned.

QUALIFICATIONS

Knowledge of

English and designated languages so as to read, interpret and speak accurately and fluently; public speaking skills; modern office practices, procedures and equipment; record keeping techniques; English and designated language spelling and punctuation; oral and written communication skills; technical aspects of field of specialty.

Ability to

Translate and interpret from English to a designated language and from a designated language to English concisely and accurately; meet schedules and timelines; perform clerical duties including typing and word processing; understand and follow oral and written directions; work independently with little supervision; work cooperatively with others; maintain confidentiality of sensitive information.

Experience

At least four years of experience in translating and interpreting school-related or technical material or equivalent proficiency in the target language.

Education

Any combination equivalent to an Associate of Arts Degree.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Documentation of experience, knowledge and abilities as Translator/Interpreter desirable. Possession of a valid and appropriate California Driver's License, if required.

Board Approved: January 11, 2000