

JOB DESCRIPTION
Grossmont Union High School District

DISTRICT TRANSLATOR/INTERPRETER (SPANISH/ENGLISH)

Purpose Statement:

The job of District Translator/Interpreter (Spanish/English) is done for the purpose/s of translating spoken or written words from one language to another; prepares a variety of documentation, and other material translating from one language to another for school and District staff; and providing simultaneous translations between languages during formal presentations at schools and district meeting sites.

This job reports to Assigned Administrator

Essential Functions

- Maintains files and records as assigned for the purpose of providing an up-to-date reference trail.
- Prepares a variety of documents (e.g. forms, letters, information, bulletins, handbooks, correspondence, etc.) for the purpose of providing materials in different languages as needed.
- Reads a variety of documents (e.g. forms, letters, information, bulletins, handbooks, correspondence, etc.) for the purpose of interpreting materials in different languages.
- Reviews and edits translations for accuracy, context, readability, and style for the purpose of ensuring accuracy of information and complying with established guidelines.
- Reviews students' native language performance and transcripts for the purpose of providing written assessment of native language proficiency as assigned.
- Translates a variety of documents (e.g. forms, letters, information, bulletins, handbooks, correspondence, etc.) for the purpose of providing translation and interpretation for school and District-level functions.
- Travels to schools and offices as necessary for the purpose of providing assistance with the more technical and complex translations.
- Types verbatim and idiomatic translations for the purpose of providing written documentation.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings, as may be required, for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: word processing equipment, microcomputers and basic on-line data terminals; and modern office methods and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a 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. In working with others, 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 abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; assess native language proficiency and to translate student transcripts from one language to another; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License with Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 45