

Madera Unified School District Classified Job Description

Spanish Translator/Interpreter

Purpose Statement

Work under direct supervision, interpret complex written translation work of various documents and activities into Spanish or English. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

This job reports to the Director of Special Services Administrator or Designee.

Essential Functions

- Prepares written translation from English to Spanish for a variety of documents (e.g. letters, information, bulletins, forms, handbooks, brochures, correspondence, legal documents, etc.)
- Translates and verbally interprets, for a variety of formalized meetings such as, IEPs (Individualized Educational Program), 504s, Student Study Teams (SST) etc.
- Reviews and edits translated material for accuracy, context, readability, and style for the purpose of ensuring accuracy of information and complying with established guidelines.
- Recreate and format documents utilizing a variety of word processing tools such as text boxes, headings, etc.
- Serve as an interpreter, for a variety of meetings, workshops, conferences and special events for District personnel, parents, students and provide simultaneous interpretation services;; maintain confidentiality of sensitive and privileged information; translate previously recorded meetings in to English or Spanish.
- Performs clerical duties such as typing, preparing and maintaining records and files utilizing a variety of office equipment including a computer, copier, fax machine and phone.
- Research legal terminology as needed for written translation in reference to Educational, Medical, and Psychological translations.

Other Functions

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit. May be required to work at various school site locations other than District Office work location. Work schedule will be flexible.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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 job related software applications, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and Spanish. Correct oral and written usage of English and Spanish; simultaneous and consecutive interpretation techniques; operation of standard office equipment including computer and assigned software; modern office practices, equipment and procedures.

ABILITY is required to schedule a number of activities, meeting, and/or events gather, collate, and/or classify data; and use 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 standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: Operate a variety of office equipment including a computer and assigned software; communicate effectively both orally and 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; meet schedules and timelines; maintain records and files; maintain confidentiality of sensitive and privileged information.

Responsibility

Responsibilities include working under direct supervision using standardized routines; providing information and/or advising others; and 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 have some impact on 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; some stooping, kneeling, crouching, and/crawling; 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.

Minimum Qualifications

Experience: Two years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services.

Education: Associate in Arts (A.A.)/ Associate of Science (A.S. degree is required. Bachelors' degree is preferred.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates & Licenses

Valid Driver's License with Evidence of insurability may be required.

Typing Certificate 45 (45 words per minute)

Continuing Educ. /Training

Maintain as needed

Clearance

DOJ/ FBI

Background Clearance

TB Clearance

Physical Demands (A)

FLSA Status

None Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 26