



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>SPANISH TRANSLATOR/INTERPRETER</u>	
DEPARTMENT/SITE: Special Services REPORTS TO: Director of Special Services	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 27 WORK CALENDAR: 218 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Director of Special Services or designee, the Spanish Translator/Interpreter translates complex written documents and activities into Spanish or English and provides verbal interpretation for meeting and other events. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit. The incumbents in this classification provide the school community with translation and interpretation services, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class perform high-level translating and interpreting services. This class differs from other classes which provide some oral interpretation and written translation work in the course of their day, but not to the extent or level of expertise required in this class.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assist Speech/Language Pathologists with interpreting during student evaluations as needed.
- 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 Board meetings, IEPs (Individualized Educational Program), 504s, Student Study Teams (SST), and other committee meetings. Reviews and edits translated material for accuracy, context, readability, and style to ensure accuracy of information.
- Recreates and formats documents (e.g., flyers, pamphlets, posters, newsletters) utilizing a variety of word processing tools such as text boxes, headings, etc.
- Serves 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 written or oral records from meetings into 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.
- Researches legal or specialized terminology as needed for written translation in reference to Educational, Medical, and Psychological translations.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios
- Oral presentation principles and practices
- 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
- Computer usage and assigned software
- Current office practices, equipment and procedures
- Cultural differences
- Customer service principles and practices

Skills and Abilities to:

- Prepare and maintain accurate records
- Schedule a number of activities, meetings, and/or events
- Work with a diversity of individuals and/or groups in a wide variety of circumstances
- 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
- Provide quality customer service

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.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

Two (2) years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to meetings at various District sites

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- Typing Certificate (45 words per minute)
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen