



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

Discuss and approve the Revised Classified Job Description for Spanish Translator -Interpreter.

Agenda Placement:

Action

Background:

District administration has made changes in the reporting structure for the Classified Job Description of Spanish Translator - Interpreter; this position will now report to the Director of Special Services Administrator or Designee. In reviewing the job description; changes have been made to the Purpose Statement and Clearances.

Recommendation:

It is recommended that Revised Classified Job Description be approved as presented.

Madera Unified School District Classified Job Description

Spanish Translator – Interpreter

Purpose Statement

Working 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 ~~English Language Development~~. **Special Services Administrator or Designee**

Essential Functions

- Prepares written translation from Spanish to English for a variety of documents (e.g. letters, information, bulletins, forms, handbooks, brochures, correspondence, legal documents, etc.)
- Translates and verbally interprets IEPs (Individualized Educational Program).
- 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 and graphs.
- Serve as an interpreter for a variety of meetings, workshops, conferences and special events for District personnel, parents and students and provide simultaneous interpretation services; takes notes and prepare minutes following meetings as necessary; maintain confidentiality of sensitive and privileged information; interpret previously taped conversations of meetings as requested.
- 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.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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

Certificates & Licenses

Pre-employment Physical Exam

Valid Driver's License with Evidence of insurability may be required.
Typing Certificate 45 (words per minute)
Must complete the SEIS (SPECIAL EDUCATION INFORMATION SYSTEM) training Within 6 weeks of hire date. Failure to complete Training will result in restriction during probationary period.

Continuing Educ. /Training
None Specified

Clearances
~~Criminal Justice~~-DOJ/ FBI
Fingerprint/Background Clearance
TB Clearance
Physical Demands(A)

FLSA Status
None Exempt

Approval Date

Salary Range