

Job Title:	<b>District Translator/Interpreter</b>	Job Code:	<b>090723</b>
Job Family:	<b>Student Services and Instructional Support</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>No</b>
Typical Work Year:	<b>12 months</b>	Typical Work Year:	<b>G 17</b>

**SUMMARY:** Provide translation and interpretation services in Spanish and English to district level and school site personnel as needed. Serve as a communication link between non- and limited-English speaking families and Adams 12 school/district personnel. Translate and/or interpret faithfully, conveying the thought, intent, and spirit of the speaker. Maintain confidentiality, an impartial attitude, and professional demeanor at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide written translation services in Spanish/English for school-specific needs, including but not limited to: special education documents including 504 Plans and Individualized Education Program (IEP), written information related to academic performance, expulsion letters, attendance contracts, student conduct notifications and contracts, medical records and forms, safety documents, and policies/procedures	D	60%
2. Provide oral interpretation services in Spanish/English for district level and school-specific needs on-site or over the phone, including but not limited to special education meetings, parent/school meetings and/or conferences related to academic performance, attendance, discipline, conduct, health, safety, policies/procedures. Provide interpretation in Spanish/English at district-level attendance and discipline hearings, as necessary. Monitor district Spanish line.	W	30%
3. Assist Translation Services Manager with translation of district documents, forms, publications into Spanish, through the use of district information technology systems. May assist with Spanish testing for employees and independent contractors, providing ethics orientation, and prioritize and assign translation/interpretation resources across the district. May mentor, observe and provide feedback to independent contractors or district employees who want to provide translation services.	W	9%
4. Perform other job-related duties as assigned	Ongoing	1%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE**

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 3 (three) years of experience in translation/interpretation, preferably in an educational setting.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to frequently travel among district facilities.
- Successful completion of the Spanish/English translation/interpretation evaluation is required prior to hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced English and Spanish language skills in listening, speaking, reading, and writing.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

- Ability to think critically and problem solve..
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to work with students and families with diverse backgrounds and abilities.
- Ability to adapt to change

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Publisher and Google Apps
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Translation Services Manager	1221

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

#### **BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Not applicable.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	