

Job Title: **Translation Services Coordinator**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July , 2009**

Job Code: **1221**
 FLSA Status: **Exempt - P**
 Pay Range: **L 04**
 Work Year: **12 months**

SUMMARY: Responsible for directing and implementing translation and interpretation services to support student learning and achievement throughout Adams 12 Five star Schools.

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. Coordinate and implement non-English communication systems for the district and schools, including newsletters, accountability reports, parent guides and forms. Priority shall be given to time-sensitive requests such as crisis communication, district Website, FSSTV and key district publications. Serve as the primary translation service provider for the communications Division during the regular workday, evenings and weekends as needed and as available | Daily | 30% |
| 2. Coordinate, prioritize and assign the use of translation/interpretation resources across the district. | Daily | 25% |
| 3. Translate district documents, forms, letters and brochures into Spanish. | Daily | 20% |
| 4. Interpret for Spanish speaking families during the school day and during the evenings or weekends as needed. These events can include, but are not limited to, parent-teacher conferences, back to school night events, hearings, or meetings. | Weekly | 15% |
| 5. Evaluate the qualifications and proficiency of translation agencies, and in-district and out-of-district translators/interpreters through a comprehensive screening and evaluation process. Analyze the evaluation results to develop a pool of district-approved resources for oral and written translation. | Weekly | 5% |
| 6. Develop and provide training for staff as needed. | Annual | 4% |
| 7. Perform other duties as assigned. | Ongoing | 1% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in management, liberal arts, Spanish or related field.
- Minimum of five (5) years experience in effective Spanish/English translation and interpretation, and community outreach.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facilities.
- Strong demonstrated proficiency in oral and written English and Spanish and ability to accurately translate and interpret both languages.
- Knowledge of diversity and cultural differences of families in the school district’s community.
- Effective crisis management and conflict resolution skills.
- Strong presentation and organizational skills.
- Basic knowledge of district practices, processes and policies.
- Accomplished organizational skills and the ability to multi-task effectively.
- Knowledgeable of efficient scheduling practices and the ability to effectively manage dynamic schedules.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers, Microsoft word processing, PowerPoint, Excel, Publisher, Adobe, and various desktop publishing software packages, copy and fax machines required at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|-------------------------------|----------|
| Reports to: | Language Acquisition Director | 5007 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|-----------------|----------------|----------|
| Direct reports: | None supervised | | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 feed | | | | 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 | | |
| 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 ENVIRONMENT: | Amount of Time | | | |
|-----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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 | |