

VISTA UNIFIED SCHOOL DISTRICT

DISTRICT INTERPRETER/TRANSLATOR

DEFINITION

Under general supervision, to perform interpreting of languages and translating of documents from one language to another; to review legal and medical documents from a specified language following common word meanings, sentence structure, grammar, and punctuation; to perform supportive tasks for administrative personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Aid District personnel by translating a variety of documents and materials;
- Translate instructional material, bulletins, correspondence, reports, handbooks, and directives to members of the educational community, students and District staff.
- Translate legal and medical documents from one language to another.
- Assist administration, support and instructional personnel by interpretation and translation of the various aspects of individual educational plans.
- Translate student records from foreign educational agencies to assist in the development of a student instructional program to meet specific graduation requirements.
- Prepare and assist in the preparation of a variety of primary language instructional materials and learning aids.
- Maintain a variety of records and files pertaining to materials translated from one language to another.
- Assist parents in the development and distribution of language specific newsletters and school activity notices and information.
- Assist in the requisition, distribution, and maintenance of an appropriate inventory of language specific textbooks and instructional materials.
- Translate and administer general proficiency and language proficiency tests, and record the results.

QUALIFICATIONS

Knowledge of:

Specified language common word meanings, sentence structure, grammar, and punctuation;
Medical and legal translation and interpretation language standards;
Appropriate English usage, punctuation, spelling, and grammar;
Second language appropriate to the assignment;
Routine record management, storage, and retrieval systems.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward limited and non-English speaking persons;
Communicate effectively in oral and written form, and using an appropriate second language standard;
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

DISTRICT INTERPRETER/TRANSLATOR - Page 2

Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.
Type or keyboard at a net corrected speed of 45 words per minute.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of paid experience performing interpreting and translating functions.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in interpretation and translation technology.