

## **TRANSLATOR**

### **DEFINITION**

Under general supervision, works in a team environment to support district departments by providing oral interpretations and written translations from English into a designated language or from a designated language into English; performs procedural duties related to the specific assignment; performs routine clerical duties; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Provides simultaneous and consecutive interpretations at school, community, and District meetings and in legal situations, such as Individualized Education Program (I.E.P.) meetings and expulsion/suspension hearings; interpret student and parental concerns to school administrators; prepare related records.
- Communicates effectively with parents speaking a designated language and the community; maintains confidentiality of translated oral contacts.
- Answers and receives telephone calls; greet and assist callers or visitors; provide general information and assistance to callers and visitors.
- Communicates with school and district personnel regarding interpretations and timelines; prioritizes and organizes work.
- Performs written translations and oral interpretations for District media communications.
- Performs translations of correspondences and forms for school and District personnel such as school nurses, administrators, program coordinators, and principals.
- Operates computer and other office equipment as assigned; duplicates, mails, faxes, and files translated materials.
- Assists in administering language proficiency tests or assessments to students and staff.
- Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
- Provides ongoing training and support for school site personnel regarding oral interpretations and written translations.

### **QUALIFICATIONS**

#### **Proficient knowledge of:**

- Correct usage, vocabulary, grammar, spelling, and punctuation in English and designated language.
- Terminology, forms, and materials related to a school district environment.
- Cultural nuances of a designated language.
- Simultaneous and consecutive interpretation techniques.
- The operation of a computer and assigned office equipment.

#### **Ability to:**

- Proficiently read and write in a designated language and provide oral interpretations and written translations from English into a designated language or from a designated language into English.
- Maintain records and reports.

## ORANGE UNIFIED SCHOOL DISTRICT

### **TRANSLATOR**

- Establish and maintain positive working relationships with staff, parents, students, teachers, administrators, and the public.
- Work independently with little direction.
- Prioritize and schedule work.
- Maintain confidentiality of information.
- Work cooperatively with others.
- Estimate translation time for assignments and produce translated materials with required timelines.
- Use tact, patience, and courtesy.
- Understand and follow oral and written instructions.
- Maintain neutrality during interpretations, including sensitive topics.
- Learn new software programs as needed.

### **WORK ENVIRONMENT**

#### **Physical Demands:**

While performing the duties of this job, the employee is required to hear and speak to exchange information in person or through the use of technology, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records, documents and equipment typically weighing up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; and interact with District staff, students, staff, parents, the public, and others encountered in the course of work.

#### **Other:**

May be required to travel to a variety of school and off-site facilities for meetings.

### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent.
- Two years of experience translating and interpreting from English into a designated foreign language in a school district environment.

### **LICENSE**

Possession of a valid California driver's license.