

TRANSLATOR  
(School Districts)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position provides English to Spanish and Spanish to English translation services, both written and oral, for a school district. The primary function of this position is to translate written school district communications and documents (i.e., School Board policies, school calendar, Code of Conduct, etc.) from English to Spanish. The incumbent may also be called upon to translate, verbally, at School Board meetings, Superintendent's Hearings, and meetings with parents. The incumbent must possess strong knowledge of the Spanish language that would allow them to converse fluently and translate written documents with a high degree of accuracy, both in terms of grammar and content. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides English to Spanish and Spanish to English translation services for the school district;

Translates from English to Spanish various school district policies (i.e.; School Board policies, Code of Conduct, course descriptions, transportation and homework policies, Sexual Harassment policies, School Calendar, etc.);

Provides verbal translation services from English to Spanish and Spanish to English at Superintendent's Hearings and provides written translation of transcripts from the Hearing;

Provides written translations of all district notices sent home with students;

May provide verbal translation services at school meetings regarding new programs and curriculum;

Uses a computer to produce copies of documents, letters, flyers, minutes, etc., which have been translated from English to Spanish;

Maintains electronic or manual files of materials translated;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the vocabulary, grammar and dialectology of English and Spanish languages; knowledge of the theory, methods, techniques, ethics and standards of interpreting/translating; ability to translate verbal communications, forms, letters, brochures, booklets, flyers, and other documents from English to Spanish and Spanish to English; ability to translate transcriptions from recordings; ability to read, write and converse fluently in both the Spanish and English languages; ability to translate written material (curriculum, school calendar, letters, legal documents, school board policies, etc.) into Spanish that is grammatically correct and accurate in terms of content; ability to prepare reports and maintain records and files; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to establish and maintain effective working relationships; sensitivity to other cultures; sound judgment; initiative; thoroughness; accuracy; courtesy; tact; integrity; and physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and one year of experience in which a primary focus of the position was translation, transcription or interpretation services of both oral and written materials from English to Spanish and Spanish to English.

SUBSTITUTION: A Bachelor's\*\* or Master's Degree\*\* issued in a country in which Spanish is the national language may be substituted for the one year of work experience described above.

\*SPECIAL NOTE 1: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

\*\*SPECIAL NOTE 2: If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

School Districts  
J.C.: Non-Competitive  
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Job Class Code: S377