

TRANSLATOR  
(Occupational Education) (BOCES #2)

GENERAL STATEMENT OF DUTIES: Provides translating services to Spanish-speaking students; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this position facilitates communication between Spanish-speaking students in the Occupational Education Division of BOCES Southern Westchester and their teachers, and other personnel in the school setting, e.g., counselors and administrators, by providing translating services. Incumbents reinforce and clarify lessons, and assist students in preparing for classes, examinations and presentations when necessary. Duties require proficiency in both Spanish and English, providing interpretive and information services. Incumbents must exercise independent judgement in choosing the most effective way to impart the information to the students.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Provides translating services for Spanish-speaking students in Occupational Education classes;

Provides in-class remediation for Spanish-speaking students on an on-going basis, as required;

Assumes responsibility for learning subject content for classes they will be translating for the students; actively prepares for classroom activities, follows class schedule/assignments, anticipating areas where students may experience difficulty with the lesson concept or related concepts and preparing materials for those areas;

Translates verbal instruction, as well as written materials and instruction sheets, into Spanish for student use;

Facilitates communication between the students (and their parents when Spanish Speaking only) and the counselors and administrators;

Assists students in adapting to school environment by clearly conveying to them school policies, student regulations, and by giving suggestions with regard to appropriate student deportment and successful study habits;

Conducts tours of Occupational Educational programs for Spanish-speaking students and their parents;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the recruitment of Spanish-speaking students for the Occupational Education Division by presenting, in Spanish, BOCES course offerings to local school districts;

May provide tutoring services for Spanish-speaking Occupational Education students, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Subject knowledgeable in classes being translated; ability to read, write, and converse fluently in both the Spanish and English languages; ability to read, speak and listen to Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to work with a wide population of adolescent students, at varied levels of comprehension and capability; ability to meet the translating needs of the various Occupational Education programs; ability to establish effective working relationships with parents, teachers, and other school personnel; sensitivity to other cultures; sound judgement; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and 60 college credits and one year of experience working with high school age students in an educational setting.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2  
J.C.: Competitive  
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Job Class Code: S359