



DISTRICT TRANSLATION SPECIALIST

Position Summary

Provide accurate translations and interpretation to ensure effective communication between the community and District. Assist in the transfer of credits from international schools. Provide assistance to District staff that performs language services.

Supervisory Relationship

This position reports to the Superintendent or designee.

Essential Functions

1. Translate District wide notices, policies, website content and other technical documents.
2. Translate curriculum, transcripts, and other educational documents.
3. Proofread translated documents for accuracy and cultural relevance.
4. Consult with staff to improve cultural proficiency in communications with the community.
5. Serve as the primary resource for translation services within the Superintendent's Office.
6. Collaborate with other district staff to provide professional development to other staff that performs interpretation and translations.
7. Serve as a translation liaison between the District and the community.
8. Participate in required meetings and trainings related to the position.
9. Interpret, translate documents, and/or communicate orally in second language.
10. Maintain regular and punctual attendance.
11. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to follow all District policies and work procedures.
2. Ability to maintain the integrity of confidential information relating to students, staff, and District operations.
3. Ability to work independently in the performance of routine duties.
4. Knowledge of widely accepted professional standards, techniques and practice for interpreting and translating.
5. Ability to plan, prioritize and organize workload demands for translation and interpretation and to coordinate the efforts of others involved in those activities.
6. Ability to carry out work responsibilities effectively under pressure of deadlines, interruptions, and new or emergency situation.
7. Ability to establish and maintain effective working relationships with district staff and community partners.
8. Ability to maintain required licenses/certifications and successfully complete required trainings for the position.
9. Ability to utilize the District's electronic systems and applications related to the position.
10. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.

Minimum Qualifications

- Associate's Degree or its equivalent in a second language or a related field.
- Bachelor's Degree in a second language or related field preferred.
- A high level of proficiency in Standard English and Spanish: ability to clearly communicate orally and in writing in both languages.
- Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications.
- Two years of experience translating documents and providing interpretation services.
- Pass a pre-employment fluency test in the target language.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

Duties are performed in office, school or community settings.

ADDITIONAL INFORMATION	
Employee Unit	OSEA
Pay Grade	Grade 12
Developed by	Karen Hardin, Director for Human Resources
Approved by	Cydney Vandercar, Superintendent
Last revised	June 9, 2021