



TRANSLATION AND INTERPRETATION SERVICES COORDINATOR

Position Summary:

The primary purpose of this position is to ensure effective, efficient and culturally responsive translation and interpretation services for students, families and staff requiring such services within the Eugene School District 4J.

The District Translation and Interpretation Services Coordinator will work to support K-12 communication between the district, families and our community by creating, implementing and supporting a system wide program focused on providing language translation and interpretation services as required by Federal and State laws. The Translation and Interpretation Services Coordinator will be an integral part in supporting the district's Vision 20/20 Strategic Plan Framework, specifically, goal III: Communication and Connection with Community.

Distinguishing Characteristics

This position may be required to perform translation and interpretation services, however the primary responsibility and emphasis of the Translation and Interpretation Services Coordinator will be the coordination, documentation and logistics of the Interpretation and Translation services needs in the Eugene School District 4J.

Supervisory Relationships

This position reports directly to the Director of Communications and Intergovernmental Relations. This position will work with the communications team, and partners across the district to provide technical support and coordination of language interpreters in the Eugene School District 4J.

Essential Duties and Responsibilities:

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Recruit, train and maintain employment relationship with highly-skilled independent contractors for multi-language interpretation and translation services and projects.
2. Assist in the interviewing, assessment of technical language interpreting and translating skills of future school district applicants and/or Independent contractors. Takes a leadership role in the recommendation of bilingual candidates during the pre-screening and hiring based on the level of language proficiency of the candidate.
3. Develop and continue to monitor the language pre-screening system of multilingual candidates.
4. Coordinate work schedules, availability, frequency and assignments of interpreters and translators in the district.
5. Coordinates and monitors educational interpreters on school sites.
6. Develops and coordinates quarterly trainings with district performing interpretation and translation services and independent contractors to provide supports for bi-cultural communication and to review district goals, structures and policies.
7. Monitor expenditures of the translation and interpretation program, determine code allocations, post and balance revenues by analyzing and compiling the financial data.
8. Analyze data and information to create reports needed for program development, evaluation, budget management and analysis.



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9. Coordinate, manage and track interpreter and translator services across the district (including those needed for the Student Services Department and the district office) by developing, maintaining and using the Request Tracker Ticket system, in real-time.
10. Provide oral and written technical translation and interpretation services in support of large-complex situations involving families, administrators, district staff and/or community partners. This may also include coordinating building, district and community supports.
11. Prioritize and adjust workflow according to district needs while maintaining flexibility and assuring the work is done correctly and in a timely manner.
12. Creating and coordinating the release of time sensitive communication regarding emergent situations.
13. The Translation and Interpretation Services Coordinator's main responsibility is to coordinate services, they may at times be asked to interpret and translate as needed
14. Other duties as assigned

Required Knowledge, Skills, and Abilities

1. Sensitivity and the ability to support families of diverse ethnic, economic and cultural backgrounds.
2. Strong interpersonal communication skills in presenting ideas, collaborating with diverse district service programs (MCKinney Vento, Student Service Program and community programs) for coordinating efforts of diverse interests.
3. Strong organizational and program coordination skills.
4. Analytical skills in program evaluation and improvement specific to bicultural, multilingual students and families.
5. Strong leadership skills.
6. Ability to work harmoniously and effectively with diverse administrators, teachers, staff, parents and students.
7. Ability to work independently and exercise good professional judgement.
8. Adaptability to respond to emergencies such as absences and service voids.
9. Skills in assessing the language skills and knowledge for the employment of candidates wanting to serve as an Interpreter and/or translator.
10. Ability to develop, implement and coordinate interpreter trainings using internal and external resources.
11. Ability to represent the district in local and statewide forums.

Minimum Qualifications

1. Minimum five years' experience as interpreter and/or translator in an educational setting.
2. Program coordination experience/training strongly preferred.
3. Ability to speak, read, write and translate complex documents fluently in a second language, Spanish is strongly preferred.
4. Bicultural Individuals strongly preferred
5. Ability to use technology programs including google documents and word processing.



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ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 13 – 12 month
Developed by	Karen Perez Da Silva, Equity, Instruction, Partnership Admin
Approved by	Cyndey Vandercar, Asst. Superintendent
Last revised	11-22-2022