POSITION DESCRIPTION

TITLE: District Translator and Interpreter
LOCATION: Federal Programs
REPORTS TO: Director of Communications and Federal Programs or Designee
DEPARTMENT: Communications/Federal Programs

SUMMARY STATEMENT:
Responsible for interpreting and translating district documents, assisting with department planning and communication planning across the District, interpreting for attendees at District meetings and disciplinary hearings, and promoting interpretation services and best practice across the District. Provide district-wide translation and interpretation services as well as bilingual communications within the district and to the community.

ESSENTIAL FUNCTIONS:
1. Translate documents for distribution including, but not limited to: handbooks, guides, legal notices, forms, policies and regulations, discipline and expulsion documents, report cards, department websites, student plans, district and building communications, etc. Utilize a variety of tools including software, dictionaries, publications, web-based research, etc.
2. Participate in departmental planning and development for internal and external communication.
3. Assist the department in Incident Response communication and preparation by revising, translating, and delivering requested documents district-wide and to individual building sites. Program and record automated messages regarding incidents and/or general broadcasts.
4. Attend and interpret, when needed, district and community meetings and events that focus on diversity and language issues.
5. Interpret consecutively or simultaneously for parents during hearings and at school and district meetings as needed.
6. Work effectively and cooperatively with students, parents, teachers, administrators, support staff, and community members.
7. Maintain student records and confidentiality.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

MENTAL DEMANDS REQUIRED:
Reading documents (66-100%)  Constant Interruptions (66-100%)  Verbal Communication (66-100%)
Confidentiality (66-100%)  Written Communication (Up to 33%)  Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, copy machines, telephone, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
Testing may be required.
1. Minimum keyboarding skill of 50 wpm.
2. Advanced knowledge of a secondary language and educational terms, phrases, and acronyms. Intermediate knowledge of intercultural communication including socio-linguistic diversity and variance.
3. Operating knowledge of and experience with word processing, translation software/interpreting system required.
4. Basic knowledge of effective public communication skills in the secondary language required.
5. English language skills required. Oral and written fluency in second language required. Must pass district's interpretation assessment(s) before hire.
6. Interpreter Certification or Certification through the American Translators Association will be required. The translation/interpretation training coursework must be completed within twelve months after hire. Certification can be accessed through: www.dshs.wa.gov/ltc/.
7. Bachelor's degree in desired language or related field preferred.
8. Demonstrated ability to communicate effectively and professionally with staff and families.
9. Must possess personal characteristics of flexibility, initiative, and cooperativeness.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to work under conditions of constant interruptions and perform under pressure.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
13. Perform routine mathematical calculations.
14. Read and interpret routine information from schedules, memos, and/or other written documentation.
15. Prepare simple memos, letters, and/or other related written correspondence.
16. Interpret and apply applicable laws, rules, and regulations related to special education.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

New
Revised Date: 05/03/2017
Classification: Professional Technicians (PSE)
Class: Class VI
Display on Web? Yes

District Translator and Interpreter