



Job Description

POSITION TITLE:	Spanish Translator Assessment Projects Educational Services	#2415
SALARY PLACEMENT:	Classified Salary Schedule Range 28	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent. Biliterate in English and Spanish. Three years of experience in composing, editing, and translating written materials, in English and the Spanish language for widespread dissemination or publication. Experience in providing immediate oral interpretations during group meetings and in one-to-one situations. Previous employment in a school district or public agency.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

A Bachelor's Degree in the Spanish language or equivalent coursework from an institution of higher education. Possess Bilingual oral Certification by the California State Personnel Board. Have the ability to use simultaneous interpretation equipment with portable transmitters and receiver, for simultaneous interpretation of presentations and/or meetings.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to read, speak and write in Spanish as a native with a highly developed vocabulary; understand cultural history, nuances and subtle interpretation; grasp and understand information and shades of meaning of word and text; shift flexibly from assignment-to-assignment; explain clearly, simply and precisely; rephrase others' input cogently and accurately; use nonverbal means to augment communication; read and adapt to others body language in communication; structure one's daily routine and priorities to get things done; show care and thoroughness in adhering to process and procedures to assure quality; operate a variety of office equipment and computer systems; and model communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Director of Assessments and the Assistant Superintendent of Educational Services, translates and/or interprets oral and written technical, educational, and related materials from English to the Spanish language(s) and vice-versa for school and community based meetings, Individualized Education Plans, meetings, conversations and interactions with families and the public, etc.; reviews for accuracy the translations prepared by others for grammatical, semantic, correct formation of words, syntax, accuracy and consistency. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Prepares written translations of educational documentation, legal materials, conference and workshop information, news articles, press releases, public service announcements, brochures, and other instructional and educational materials, bulletins, correspondence, minutes and forms.
2. Reviews, proofreads, and edits translated written materials, literary and metaphoric passages, and documents for accuracy or meaning, grammar and syntax.
3. Finds the direct meaning of literary and metaphoric passages, and documents and translates them accurately into Spanish.
4. Provides simultaneous, consecutive and sight interpretations at workshops, school sites, IEP's, interaction with the public, etc.
5. Interpret at the proper and appropriate register and tone depending on the recipient and cultural appropriateness.
6. Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
7. Interprets telephone conversations.
8. Review and proofread written results.
9. Work independently.
10. Establish and maintain effective working relationships with SJCOE staff, district staff, students, and the public.
11. Maintain confidentiality of sensitive information.
12. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational environment, and come in direct contact with students, SJCOE staff, district staff, and the public.