

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Translation and Community Services	REPORTS TO:	Chief District Relations Officer
DEPARTMENT:	Communications/Translations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	018 AASD
ISSUED:	December 9, 2008		

BASIC FUNCTION:

Plan, organize, develop, implement, and manage the daily operations and functions of the Communications/Translations department; collaborate with other managers in the district and in community-based organizations or other agencies to ensure successful implementation of initiatives and programs; participate in special outreach community projects and district-level work groups involving English Learners and their families as well as newcomers; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Manage the day-to-day operations and functions including assigned personnel of the Translation and Community Services department. *E*

Work with schools and departments to prioritize translation needs, provide support for translation efforts, and ensure that translation activities are effective and meet objectives. *E*

Develop, implement, and update internal and external procedures to assure smooth and efficient delivery of services and compliance with laws, policies and regulations. *E*

Supervise daily translation and interpretation activities of Translator-Interpreters for several designated languages. *E*

Develop and coordinate work schedules, make work assignments and review completed work for accuracy, context, and readability. *E*

Serve on district outreach workgroups and act as a liaison between district and community groups. *E*

Review and edit translations by others to ensure quality and uniformity of typing and graphics; abstract or summarize materials. *E*

Conduct and facilitate meetings, resolve problems, provide direction for department staff members, district personnel, and others as required; serve on district-wide committees, task forces, and panels. *E*

Determine appropriate charges and funding sources for services and maintain cost-control records and flow charts to monitor expenditures and time lines. *E*

Research reference materials, contact libraries, universities, and specialists to obtain the services of translators in other designated languages. *E*

Perform a variety of major special projects affecting district-wide personnel and members of the community, programs, and activities. *E*

Communicate with administrators, staff, and members of the public to coordinate activities, resolve issues, and exchange information. *E*

Conduct training for district staff, parents and the community related to community engagement and

involvement activities. *E*

May provide simultaneous interpretation and written translations in designated language(s) as necessary.

Maintain and update department webpage; identify equipment needs of the unit and obtain as appropriate.
E

Direct and/or supervise assigned staff members, including selection, training and evaluation of assigned staff. *E*

May provide internship opportunities.

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, education, and/or experience equivalent to a bachelor's degree in liberal arts with a concentration in English or a foreign language or related field and five years of leadership experience in translating at a supervisory level and providing community outreach involving parents and community service organizations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

High level proficiency of English vocabulary and that of the designated language equivalent to a person who has received college level education in the designated language country, including ability to express thought between languages that is structurally, grammatically, and idiomatically correct.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of employment, management, and effective supervision.

Presentation, communication, and facilitation techniques to promote collaboration.

Principles and techniques of budget preparation and control.

Correct English usage including grammar, spelling, punctuation, and vocabulary and a "native" knowledge of another designated language.

Interpersonal skills using tact, patience, and courtesy.

Operation of standard office equipment, including computers and assigned software including MS Word, Power Point, Excel, Windows, and desktop publishing.

Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.

ABILITY TO:

Develop effective media communications strategies for all communities, including culturally diverse communities and those that speak other languages in the District.

Supervise Translator-Interpreters that speak diverse designated languages.

Interpret nuances of languages.

Recognize formatting and diacritical errors of languages.

Estimate translation time for assignments and to produce ready materials within strict timelines.

Operate standard office equipment including computers and related software applications.

Monitor budget.

Establish and maintain effective working relationships with all levels of district staff and the public.

Plan and organize work.

Maintain records.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Physical and mental stamina sufficient to maintain continuous production typing schedules; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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