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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