

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Translator-Interpreter Supervisor	<b>REPORTS TO:</b>	Assigned Manager
<b>DEPARTMENT:</b>	Communications Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	040 AASD Classified Supervisors'
<b>REVISED:</b>	July 29, 2014		

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### **BASIC FUNCTION:**

Plan, organize, coordinate and supervise the work of Translator-Interpreters involved with translation of documents, materials, and script from English into designated languages; independently translate and type the more complex and technical documents; prioritize and maintain schedules and records. Assist with, and contribute to, special community outreach projects concerning English Language Learners and their families and participate in district-level work groups involving English Language Learners.

**REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.**

### **E = Essential Functions:**

Plan, organize, coordinate and supervise daily translation and interpretation activities of Translator-Interpreters for several designated languages for an assigned program and/or on a district-wide level and in community forums. **E**

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

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

Develop and implement procedures and work methods related to the work of the assigned unit and make recommendations for improvements in operation; assist manager in the formulation of policies and procedures. **E**

Contact schools and district offices to establish priorities regarding deadlines, formats, and to resolve problems related to translation services and other needs of the requester. **E**

Read, translate, and type text, correspondence, instructional materials and the more complex and technical documents in designated language(s). **E**

Type verbatim translations and type idiomatic translation considering the type of material and readers' viewpoints. **E**

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

Determine the most accurate shades of meaning and makes corrections as needed. **E**

Select, train, and evaluate the performance of assigned staff; counsel employees and recommend disciplinary action as appropriate. **E**

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

Perform special projects; serve on district-wide committees, task forces and panels. **E**

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

Conduct in-service activities for assigned staff. **E**

Use computers and standard office equipment; maintain and update department webpage. **E**

Provide simultaneous interpretation using one or more designated languages for schools, community, and district functions. **E**

Identify equipment needs of the unit and obtain items as appropriate. **E**

Set up and use headphones and microphones during oral translations at meetings as necessary. **E**

Prepare requisitions for supplies and maintain a variety of office records. **E**

May provide internship opportunities.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a bachelor's degree in Liberal Arts with a concentration in English or Foreign Language or related field plus three years of increasingly responsible experience in translating written documents with accuracy and speed and providing oral translations, preferably in a school environment. Two years (four semesters) of college-level coursework in the designated foreign language and at least five years translating experience may qualify.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided.)

Typing/keyboarding certificate at a net corrected speed of 25 words per minute.

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.

**NOTE:** Bilingual skills and abilities are an integral part of this job class. Incumbents do not qualify for the bilingual differential.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Reading and writing English communications skills and a "native" knowledge of another designated language.

Principles and practices of supervision and training.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Modern office methods and procedures.

Interpersonal skills using tact, patience and courtesy.

Standard budgetary and cost-accounting procedures.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership in assigned functions.

Type in both languages at a net corrected speed of 25 words per minute for sustained periods of time.

Interpret nuances of languages.

Recognize formatting and diacritical errors of languages.

Train, supervise and evaluate the work of Translator-Interpreters of several languages.

Coordinate work assignments and estimate translation time for assignments to produce ready materials within strict timelines.

Operate standard office equipment including computers and related software applications.

Monitor budgets.

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

Work independently with little direction.

Plan and organize work.

Maintain records and files and prepare statistical and narrative reports.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting.

**PHYSICAL REQUIREMENTS:**

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.

Revised 04/24/07

Job Code 6247

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