

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Translator-Interpreter	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	038 OTBS
REVISED:	July 23, 2001		

BASIC FUNCTION:

Translate and produce a variety of general, technical, legal and medical documents, materials and script between English and designated language for schools and district office staff; provide simultaneous interpretations during formal presentations at schools and district meeting sites using district interpretation equipment.

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

Read, translate, and produce a variety of documents, materials, information bulletins, handbooks, correspondence and news releases; prepare drafts and finished, proofed translations; produce verbatim translations. **E**

Produce idiomatic translations considering the type of material and readers' viewpoints; determine most accurate shades of meaning and make corrections as needed; review and edit translations for accuracy, context, readability and style; research reference materials. **E**

Contact libraries, universities, and specialists to obtain the services of translators in designated language; contact schools and district offices to clarify terms to be translated and to discuss necessary changes. **E**

Provide simultaneous interpretations using a designated language for schools, community and district functions; attend meetings as necessary; translate and interpret minutes of meetings; abstract or summarize materials. **E**

Use headphones and microphones during oral translations of meeting and presentations as necessary; use word processing equipment, microcomputers and standard office equipment. **E**

Review native language performance and provide written assessment of the native language proficiency of potential employees as assigned. **E**

Plan and conduct workshops for schools as assigned; travel to schools and offices as necessary. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of college-level courses in the designated foreign language and one year of increasingly responsible experience in translating written documents and providing oral interpretation, preferably in a school environment.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English vocabulary and that of the designated language equivalent to a person who has graduated from a recognized college or university in the designated language country.

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

ABILITY TO:

Read, speak and write effectively and to express thought between languages, which is structurally, grammatically, and idiomatically correct.

Operate a keyboard in both languages at a net corrected speed of 25 words per minute.

Interpret nuances of languages.

Recognize diacritical errors and apply proper formatting to languages.

Learn the operation of word processing equipment, microcomputers and basic on-line data terminals.

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

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

School site and office setting.

PHYSICAL REQUIREMENTS:

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.

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

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