

**JOB DESCRIPTION**  
**National School District**

**TRANSLATOR-SPANISH-ENGLISH**

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**Purpose Statement:**

The job of Translator-Spanish-English is done for the purpose/s of providing complex and responsible translation work of various documents and activities into Spanish or English; attending various meetings and serving as a Spanish/English translator and serving as a resource to other district personnel requiring assistance with non-English speaking persons.

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**Essential Functions**

- Attends various types of District related meetings for the purpose of serving as an interpreter of Spanish and English conversations.
- Participates in workshops, conferences and/or meetings (e.g. Translators Institute, Southbay Translator's Consortium, Southern California Translators Interpreters Association, American Translation Association, etc.) for the purpose of maintaining skills for professional growth and/or conveying information.
- Performs a wide variety of difficult clerical work (e.g. typing, compiling terminology lists/glossaries, recording information, maintaining filing systems, etc.) for the purpose of supporting the district in providing necessary records/materials in both Spanish and English.
- Prepares various documents (e.g. drafts, types, proofreads, composes, etc.) for the purpose of providing/translating materials in Spanish and/or English .
- Reads a variety of materials (e.g. letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP), etc.) for the purpose of interpreting materials in Spanish and/or English.
- Translates verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both Spanish and English.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: proficiency in required second language; translating written documents; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: correct English and Spanish usage, vocabulary, spelling, grammar and punctuation

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, establishing effective working relationships; and adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Proficiency Exam  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Continuing Ed./Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSAStatus**  
Non Exempt

**Approval Date**  
8/10/16

**Salary Grade**  
Cisfd 21