

RIVER DELTA UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE SERVICES INTERPRETER/TRANSLATOR - SPANISH

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This position requires an employee fluent in both English and Spanish. Such an employee shall be familiar with the Spanish cultural heritage of pupils and parents of limited-English proficiency (bilingual/bicultural). The services provided by this position assists the district in meeting the educational and personal need of the Spanish speaking student/parents/community: translates educational/instructional materials; translates official district documents and varied district communications; provides interpretation services for parents at meetings; performs miscellaneous related duties as required; requires flexible work schedule (i.e. for day and evening meetings).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Assistant to the Superintendent.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Translate official district documents, as well as varied district, department, and administrative site communications with high levels of accuracy utilizing established formats and templates, within time limits/priorities established, upon approval of the Superintendent, Director of Educational Services and or Executive Assistant. (70%)
2. Provide interpretation services for parents upon their request or at the request of the administrators, in a variety of settings; including meetings such as IEPs, and Board meetings, or individual conversations, upon approval of the Superintendent, Director of Educational Services and/or Executive Assistant. (30%)
3. Operate a computer and related software input, output, update, and access a variety of records and information; generate documents as required.
4. Operate standard office equipment.
5. Establish and maintain effective communication and positive relationships with site and district administrators.
6. Respond to phone calls, emails, letters, and other communications.
7. Copy documents, maintain files; lift light objects.
8. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, and punctuation.

Correct Spanish usage, spelling, grammar, and punctuation – bilingual,

Cultural heritage often specific ethnic group – Spanish bicultural.

Modern office procedures, methods and computer equipment.

Use of related computer software programs necessary to complete job duties; Word Processing, database, Spread Sheet, and PowerPoint.

Record keeping methods and procedures.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Read, write, and speak English and Spanish.

Maintain effective communication skills with good articulation, speech and language patterns in English and Spanish.

Maintain effective written communication skills in English and Spanish.

Follow oral and written instructions with a minimum of direction.

Work with various interruptions.

Work harmoniously with students and staff and the public.

Work confidentially with discretion and handle confidential materials in a professional manner.

Type or word process at a speed necessary for adequate job performance (min 40 wpm net).

Operate a variety of modern office equipment including office equipment.

Maintain effective audio-visual discrimination and perception needed for successful job performance, with or without aids.

Maintain effective oral ability to speak in an understandable voice with sufficient volume to be heard in normal conversation with or without aids.

Maintain sufficient manual dexterity to write, use the computer and the telephone with or without aids.

Sit or stand for extended periods of time; kneel, bend at the waist, and to reach overhead, above the shoulders and horizontally; lift light objects according to safety regulations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Any combination of experience as a translator and interpreter (oral and written) preferably in a professional environment.

Training:

Graduation from high school, or official equivalent to high school graduation. Training in any combination in English and Spanish language (grammar and usage).

Licenses and Other Requirements:

Valid California's Driver's License
Successful completion of District Proficiency Test

Specialized Certification:

Successful completion of the Districts Spanish language test; and/or successful completion of a training program in the Spanish language (communication, grammar, usage).

WORKING ENVIRONMENT:

Office environment and may drive vehicle to conduct work.

JOB PROFILE:

Part time 12 month position
Classifies position (CSEA)
Salary range 12