

RIVER DELTA UNIFIED SCHOOL DISTRICT

Bilingual Clerical Specialist (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 will perform a wide variety of clerical/technical/secretarial/receptionist duty and will require the employee to be fluent in **both** English and Spanish. Such an employee shall perform department support for the Superintendent's, Business, Personnel and Educational Service Offices. This 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 assist the district in meeting the educational and personal needs of the Spanish speaking students/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 Secretary to the Superintendent; and she/he will be responsible for seeing that work assigned from each department does not exceed allocated hours.

WORK ASSIGNMENTS

Work will be assigned from the Business Services Department, Personnel Department and Superintendent's Office through the position's immediate supervisor who will be responsible for seeing that work assigned from each department does not exceed allocated hours.

Generally, this position will provide approximately 12.5% support each to the General District Office, to Business Services, to the Personnel Department, and to the Superintendent's Office (time will be taken from all departments as needed to perform Board meeting preparations as required usually once or twice per month).

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

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. (35%)
2. Provide interpretation services for parents upon their request or at the request of 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. (15%)
3. Provide clerical/secretarial/technical support for the Executive Secretary as necessary, which includes assisting with maintaining permanent and archive files, filing, copying and distribution, assisting with supply and equipment inventory and purchasing, data entry, assist in overseeing work of student assistants if necessary (5%).
 4. Provide clerical/secretarial/technical support for the Director of Personnel as necessary, which includes copying, filing, posting and distributing vacancy notices, setting up personnel interviews; data entry in QSS system (10%).
 5. Provide clerical/secretarial/technical support for the Chief of Business Services as necessary, which includes data entry, typing, copying, filing, logging daily checks and depositing funds into the clearing bank account (10%).
 6. Under direction of the Executive Secretary, maintain current Board agenda mailing lists; copy and distribute all regular monthly and all special meeting Board Agendas at a minimum of once a month for regular meetings, and for special or emergency meetings as needed. (Time for this function takes precedence over all allotted time to other departments.)
 7. Operate a computer and related software to input, output, update, and access a variety of records and information; generate documents as required.
 8. Operate standard office equipment.
 9. Establish and maintain effective communications and positive relationship with site and district administrators.
 10. Respond to phone calls, emails, letters and other communications.

NOTE: The allocated time is two hours per day for the following job duties under Supervisor's oversight - (25%)

1. Provide receptionist assistance to students, parents, general public; screen calls and visitors to the District Office and assist with appropriate referrals.
2. Provide maintenance of district bulletin board and information bulletin posting, removing out-dated items.
3. Responsible to open, screen, sort all daily District Office incoming mail assuring appropriate routing.
4. Serve as the primary Key Operator for District Office machines, such as the copier, fax and mail machine, arrange for equipment, supplies, and machine repairs as needed.

Marginal Functions:

5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Demonstrated Knowledge of:

Correct English usage, spelling, grammar, and punctuation.

Correct Spanish usage, spelling, grammar and punctuation - bilingual.

Cultural heritage of the 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, data base, spread sheet and PowerPoint.

Record keeping methods and procedures.

Interpersonal skills using tact, patience and courtesy.

Pertinent Federal, State and local laws, codes and regulations in assigned areas

Telephone and public business etiquette

Demonstrated Ability to:

Maintain confidentiality of work.

Collect and compile information and data for a variety of reports.

Work independently in the absence of supervision.

Perform basic mathematical calculations quickly and accurately.

Operate within the Gamut-on-Line System for Board Policy and other legal resource access.

Type/word process at a speed necessary for successful job performance (minimum 35 wpm)

Read, write and speak English and Spanish.

Maintain effective Oral 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.

Operate a variety of modern office equipment including computer 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:

Three years of increasingly responsible clerical 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 Driver's License.

Successful completion of District Proficiency Test

Specialized Certification

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

WORKING CONDITIONS

Environmental Conditions:

Office environment (work on a computer).

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position; as well a stamina to work occasional overtime. Hearing and speaking to exchange information; seeing to read a variety of records and proof work; dexterity to operate a computer keyboard.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)

Willing to travel locally

JOB PROFILE:

Annual Contract (July 1-June 30)

Salary Range 14

Classified (CSEA) position

For CSEA

For RDUSD

Mary Weathers

Date

Don Beno

Date