

Coast Unified School District

Title: Translator/Interpreter

Salary Range: 14

Job Summary: Under supervision, translates district and school documents from English to Spanish; interprets for Spanish speaking parties, as required.

Qualifications:

Required:

1. High school diploma or equivalent.
2. Knowledge of correct English and Spanish spelling, punctuation, grammar and vocabulary.
3. Ability to accurately translate written documents from English to Spanish, interpret oral conversation from English to Spanish and Spanish to English; perform keyboarding; carry out oral and written instructions; perform routine clerical work; work calmly and accurately under pressure and with frequent interruptions; establish and maintain effective work relationships; maintain confidentiality.
4. Knowledge of current office practice, procedures and basic technology and ability to learn web based systems used for tracking student information.
5. Possess a valid California driver's license.

Desirable:

1. Experience in translation and interpretation from English to Spanish; experience as a clerk or office worker.
2. Experience working in Special Education Information System (SEIS) or equivalent.

Essential Functions:

1. Translate written material from English to Spanish including but not limited to district forms, brochures, school handbooks, forms and letters, curriculum outcomes, Individual Education Programs(IEP) in county Special Education Learning Plan Area (SELPA) software system (SEIS), materials and assessments.
2. Type translated materials in a manner suitable for reproduction and mailing.
3. Perform oral interpretation at functions such as IEP meetings, parent/teacher conferences, suspension/expulsion meetings, ELAC and DELAC meetings, board meetings, etc., and over the phone.
4. Perform general office duties.
5. Evening hours for meetings as required.

Physical Requirements:

1. Ability to sit for extended periods of time.

2. Ability to see and read, with or without visual aids.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will clearly understand normal conversation
5. Ability to reach in all directions.
6. Physical dexterity in limbs and digits to operate computer keyboard.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

The translator/Interpreter is under the supervision of the Superintendent or designee.