

Magnolia School District

STUDENT SERVICES TRANSLATOR/INTERPRETER

DEFINITION

Under supervision of the Executive Director Student Services, performs translation, clerical, and related tasks.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Completes oral and written translations and acts as translator for non-English speaking parents;
- Translates District/School Individualized Education Program (IEP) meetings/Early Start/other meetings;
- Assists in assessment translations for students;
- Assists in MEDI-CAL referrals;
- Performs a variety of routine clerical tasks such as filling out forms;
- Assists district SELPA occupational therapist, physical therapist, counselors, interns, nurses, psychologists and speech therapists for the purpose of translation as needed;
- Keeps records for MAA billing;
- Operates a variety of District technology equipment;
- Contacts parents in evenings as needed;
- Participates in home visits with staff as needed;
- May work at multiple sites;
- Attends meetings outside of work hours;
- Works flexible year-round schedule;
- Assists in administering bilingual tests;
- Obtains research pertaining to second language acquisition and assessments for staff;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Special education programs and placement procedures;
- Goals and objectives of the education program;
- Many linguistic variations;
- Cultural differences;
- Correct English and Spanish usage, spelling, grammar, punctuation and mathematics;
- Child development behavior;
- Community and family support services;
- First Aid procedures.

Ability to:

- Read, speak, and write fluently in English and a language other than English as identified by the District;
- Appropriately manage confidential information;
- Understand and translate, in a language other than English, special education assessments

- Effectively translate and explain components of a student's Individualized Education Programs (IEP's);
- Learn methods and procedures to be followed in a special education program;
- Accurately type at the rate of 50 words per minute;
- Use Word, Excel, E-Mail and Internet applications;
- Keep detailed records on parent/student contacts;
- Understand and carry out oral and written instructions;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.

Experience:

- Paid or volunteer experience that demonstrates an ability to successfully provide translation services in a variety of settings.

Education:

- High school diploma or equivalent;
- AA Degree or 48 units of general education required;
- Special education training courses;
- Comparative/Contrastive Linguistics classes desirable or willingness to be trained;
- Linguistics degree preferred;
- Pass a rigorous District test related to the field applied;
- Pass a rigorous District Bilingual test.

License Requirement:

- Possession of a valid California Motor Vehicle Operator's License.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 32

Revised: 10/23/89; 04/22/96; 01/08/01; 04/19/10; 05/15/14; 5/18/16; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
