



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU

CLASS CODE: TBD

SALARY RANGE: A-37

## **LEAD TRANSLATOR / INTERPRETER**

### **BASIC FUNCTION:**

Under general supervision, serves as the district lead in coordinating translation and interpretation services; organizes and administers job-relevant trainings to district staff; performs the translation and interpretation of high-level written and oral communications representing the district to the media and general public.

### **MINIMUM QUALIFICATIONS**

#### *EDUCATION:*

High school degree or evidence of equivalent educational attainment and certification as a translator/interpreter from an accredited institution.

#### *EXPERIENCE:*

Two years of experience translating documents between English and a designated second language and providing simultaneous interpretation services for organizations or groups.

#### *LICENSES AND OTHER REQUIREMENTS:*

- Must be able to type a minimum 25 words per minute.
- A valid Class C driver license and the availability of private transportation or access to transportation between job sites is required.
- Insurability by the District's liability insurance carrier.
- Must be available to attend night and weekend meetings and have the use of a personal telephone.

### **REPRESENTATIVE DUTIES:**

- Provide translation and interpretation services for written and oral communications representing the district or superintendent to the media, general public, and other district stakeholders (e.g. speeches, website content, district-wide plans, promotional materials, news conferences, on-air interviews, board meetings) to ensure cross-cultural understanding of intended issues, objectives, and accomplishments in a designated second language.
- Manage requests for translation and interpretation services; provide work direction to bilingual staff in prioritizing, coordinating, and assigning projects; review and give feedback regarding work products as necessary.

- Plan, organize, and administer in-service trainings for bilingual district staff regarding job-related topics (e.g. language support services, building cultural competency).
- Translate documents and formal communications that may include technical vocabulary, idiomatic nuance, or sensitive/confidential information (e.g. press releases, meeting minutes, legal documents, district policies and memos).
- Use a variety of computer programs to recreate and properly format translated documents and communications materials (e.g. PowerPoint presentations) to match original materials.
- Conduct consecutive and simultaneous interpretation (one-way or bi-directional) for a variety of public meetings, workshops, conferences, and special events (e.g. Board Meetings, DELAC Meetings, LCAP, Parent Advisory Council meetings, and SARB), utilizing microphones, headsets, and related translation/interpretation technology as necessary.
- Provide interpretation of recorded meeting and conversations.
- Maintain an accurate record of work requests and completed materials, preparing related reports as requested.
- Perform related duties as assigned.

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

**SUPERVISION:**

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Supervision is received from a district administrator. This classification has no supervisory responsibilities, but may assign work, train others, and provide technical feedback to district staff regarding translation and interpretation work.

**KNOWLEDGE AND ABILITIES**

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**KNOWLEDGE OF:**

- Proper language usage (grammar, spelling, punctuation, syntax) in English and a designated second language.
- Regional differences in word usage and idioms.
- Equivalents of general technical and subject-matter terms between translated languages.

**ABILITY TO:**

- Speak, read, and write effectively and accurately in idiomatic English and a designated second language.
- Conduct both consecutive and simultaneous interpretation of conversations, meetings, and presentations.

- Research and utilize unfamiliar technical terms in English and a designated second language.
- Plan, organize, and deliver professional development training programs.
- Prepare and make public presentations.
- Work independently with little-to-no technical supervision.
- Work cooperatively with others.

**WORKING CONDITIONS:**

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*ENVIRONMENT:*

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site attending various trainings, meetings, and school sites.

*PHYSICAL DEMANDS:*

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION ESTABLISHED  
PERSONNEL COMMISSION:**