

FOREIGN LANGUAGE TRANSLATOR

DISTINGUISHING FEATURES OF THE CLASS: This position will be located within a school district and will be responsible for providing accurate and reliable translation services for written documents and oral interpretation from English to other foreign languages. The objective is to ensure effective communication amongst students, families, and staff. Translated materials may include technical documents, legal notices, college applications, and Individual Education Programs (IEPs). The individual in this position will also attend school meetings and conferences to facilitate written and verbal information exchanged (e.g., parent/teacher, PTA, IEP, Board of Education, etc.). The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Translates a wide range of written materials, including correspondence, memos, and other documents, between different languages;
Provides verbal translation during meetings and conferences (e.g., parent/teacher, PTA, IEP, Board of Education, etc.) for non-English speakers;
Assists teachers and school personnel in communicating effectively with non-English speaking students and their families;
Reviews and proofreads translated materials to verify their accuracy and ensure consistency in terminology usage;
Manages incoming calls, appointments, and welcomes visitors;
Prepares a variety of correspondence, memos, etc. from one language to another;
Maintains confidentiality and handles sensitive information with the utmost discretion;
Organizes and manages documents, including translated materials sent to and received from parents and families, ensuring accurate, systematic record-keeping;
Provides guidance and support to students and families throughout the application process (e.g., IEP, College, etc.) by translating the required documents needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of translating written documents and oral interpretation from English to other foreign languages; working knowledge of maintaining files and records; ability to understand and carry out oral and written directions; ability to communicate effectively, both orally and in writing; ability to speak, read and understand a foreign language and to translate into acceptable English, both orally and in writing; ability to work independently and as part of a team; ability to effectively interact and communicate with people of varying backgrounds and cultures.

MINIMUM QUALIFICATION: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.