

**JOB DESCRIPTION**  
**Barstow Unified School District**

**Translator/Interpreter-Spanish-English**

**Purpose Statement**

Under general supervision, provides translation services for District and school site meetings and events; works with District staff and parents to facilitate thorough and accurate communication of issues and ideas; and performs related duties as assigned.

The job of Translator-Spanish-English is done for the purpose/s of providing complex and responsible translation work of various documents and activities into Spanish or English; attending various meetings and serving as a Spanish/English translator and serving as a resource to other district personnel requiring assistance with non-English speaking persons.

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**Essential Functions**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Attends various types of District related meetings for the purpose of serving as an interpreter of Spanish and English conversations.
- Translates into Spanish and types a wide variety of District written materials, including individual Education Plan (IEP), psychological evaluation reports, SARB reports, expulsion notices and report cards, often involving technical legal and psychological terminology, letters, memoranda, bulletins, newsletters, forms and other materials.
- Receives and prioritizes requests for translation services; accesses a variety of reference materials to ensure the use of accurate terminology to appropriately convey meaning of the materials; ensures the use of Spanish idiomatic expressions common to Southern California.
- Answers questions regarding the technical meaning of procedures, policies, regulations and processes to facilitate accurate communication and mutual understanding.
- Provides oral translation and interpretation services in a variety of settings, by telephone, in parent meetings and conferences, in pre-expulsion and SARB hearings and in school seminars and conferences, accompanies and translates and interprets for nurse in home visits;
- Participates in workshops, conferences and/or meetings (e.g. Translators Institute, Southern California Translators Interpreters Association, American Translation Association, etc.) for the purpose of maintaining skills for professional growth and/or conveying information.
- Performs a wide variety of difficult clerical work (e.g. typing, compiling terminology lists/glossaries, recording information, maintaining filing systems, etc.) for the purpose of supporting the district in providing necessary records/materials in both Spanish and English.
- Prepares various documents (e.g. drafts, types, proofreads, composes, etc.) for the purpose of providing/translating materials in Spanish and/or English.
- Reads a variety of materials (e.g. letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP), etc.) for the purpose of interpreting materials in Spanish and/or English.
- Translates verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both Spanish and English.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.
- Organize and maintain a variety of records and files.

## **Other Functions**

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: proficiency in required second language; translating written documents; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: correct English and Spanish usage, vocabulary, spelling, grammar and punctuation.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, establishing effective working relationships; and adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under direct supervision standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** Targeted, job related education with study in job-related area.

**Equivalency** Any combination equivalent to: Graduation from high school or G.E.D. equivalent. A current certificate in Translating and Interpreting in School Environment issued by an accredited College or University or the equivalent is preferred AND three (3) years of increasingly responsible office administrative experience involving written and oral English to Spanish translation and interpretation.

Required Testing

Pre-Employment Proficiency Test  
Required Words Per Minute - 45 minimum

Continuing Educ./Training

Maintains Certificates and/or Licenses

Certificates

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background  
Clearance  
Proof of physical examination including TB  
Screen

FLSA Status

Non Exempt

Approval Date

Pending

Salary Range

32