

SPECIAL EDUCATION TRANSLATOR/INTERPRETER

DEFINITION

Under general supervision of the Director of Special Education, the Special Education Interpreter conducts oral and written translations from English to Spanish for the Special Education Department; provides oral interpretation for the special education team; and performs other related work as required.

ESSENTIAL FUNCTIONS

- Translate correspondence, Individualized Education Plans (IEPs), meetings, notices, instructional and educational materials
- Assist personnel in conferencing with parents
- Explain words and phrases for meaning and appropriateness
- Provide interpreter services to the special education department and other District personnel as needed
- Assist with student assessment
- Follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar and punctuation
- Correct Spanish usage, spelling, grammar and punctuation
- Knowledge of recommended practices for interpreters translating for parent conferences, IEP meetings, etc
- Awareness of behaviors or views that are common to an ethnic or minority group
- The 40 Developmental Assets

Ability to:

- Speak, read and write effectively in idiomatic English and Spanish language
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Produce written materials in the appropriate, grammatically correct Spanish language
- Establish rapport with student and parents
- Respond appropriately to directions and changes in working assignments
- Manage multiple tasks and take responsibility for accurate product
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment

- Understand and carry out handwritten/typed documents
- Relate effectively with racially and ethnically diverse staff, students and community members
- Follow District, state and federal rules, policies, regulations and laws
- Meet demanding timelines and schedules
- Work effectively as a member of a team

EDUCATION (degrees/licenses/certificates)

- High school diploma or general education degree (GED)
- AA degree or two years college (48 semester units) preferred
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Experience in interpreting from English to Spanish and Spanish to English

WORKING CONDITIONS

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

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER