

RIPON AREA SCHOOL DISTRICT
Job Description

DEPARTMENT: Curriculum, Instruction and Assessment

POSITION: Translator

QUALIFICATIONS: Translators aid communication by converting message or text from one language into another language. Translators must have the ability to concentrate while others are speaking or moving around them and be sensitive to cultural differences and expectations among the people whom they are helping to communicate. Successful translating is not only a matter of knowing the words in different languages but also of understanding people's cultures. Translators must speak and write clearly and effectively in the languages they are conveying. Translators work with written communication. High School Diploma. Bachelor's degree preferred. A minimum of 2 years of translation and interpretation experience

REPORTS TO: Curriculum Director

JOB GOALS: Convert written materials from one language into another language. The goal of a translator is to have people read the translation as if it were the original. To do that, the translator must be able to write sentences that maintain or duplicate the structure and style of the original meaning while keeping the ideas and facts of the original meaning accurate. Translators must properly transmit any cultural references, including slang, and other expressions that do not translate literally.

TRANSLATOR JOB FUNCTIONS/RESPONSIBILITIES:

1. Translates written communication(s) to bilingual students and to families where the parents may not read English.
2. Translates district-wide letters and documents.
3. Proofreads other translations and provide feedback.
4. Utilizes translation software in completion of translation requests.
5. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
6. Demonstrates the ability to fluently read, write, and speak in English and Spanish.
7. Demonstrates proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.).
8. Demonstrates proficiency in Google applications (Google documents, Google Spreadsheet, etc.).
9. Possesses exceptional organizational, and interpersonal skills.
10. Demonstrates ability to be detail-oriented, self-motivated and able to multitask.

11. Possesses ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English and Spanish.
12. Maintains integrity of confidential information relating to students, staff, or district personnel.
13. Possess ability to work collaboratively with others.
14. Demonstrates regular and punctual attendance.
15. Confers regularly with immediate supervisor.
16. Serves as a positive role model for students in how to conduct themselves as citizens and responsible, intelligent human beings.
17. Remains free of alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
18. Performs other duties as assigned.

Terms of Employment: Hourly as needed

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

____ I certify that I have read and understand the attached Physical Demand Addendum for the Translator position as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

PHYSICAL DEMAND ADDENDUM

Translator

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement.....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date