

Name: _____

Date: _____

Adopted: 01/09/2006
Revised: 3/26/2012

Colquitt County School System Job Description and Evaluation Instrument

Site: System-wide
 Position Title: Translator
 Reports To: Assistant Superintendent for Curriculum, Instruction, and Learning Services

Primary Function:

To provide translation services for all schools on a system-wide basis.

Requirements:

- Educational Level: GED, Spanish Language Interpreter Program, Graduates of current advanced studies considered.
- Proficiency Skills: Written and oral communication skills in English and Spanish, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
- Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

Essential Duties: When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee has not met expectations. The primary reason for this evaluation is to promote growth of the employee necessary to fulfill these expectations.

GENERAL

1. Maintains a pattern of prompt and regular attendance. Number of annual absences to date:
2. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities.
3. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
4. Demonstrates appropriate verbal, written and telephone communication skills.
5. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
7. Maintains confidentiality of sensitive information and material; adheres to chain of command.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.
10. Participates in professional organizations, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
11. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.

Language Translation

13. Is knowledgeable of area of responsibility.
14. Encourages students and parents to express themselves orally and in their language.
15. Translates documents from English to Spanish upon timely request.
16. Demonstrates understanding of the Spanish language and Latino culture.
17. Recognizes individual differences in students and parents.
18. Encourages creative expression.
19. Uses appropriate office equipment to develop and distribute translated forms and policies.
20. Assists with translation in student, teacher and parent workshops, school events, fieldtrips and cultural activities.
21. Meets with teachers/students/ parents prior to meetings to give introductions and to give an explanation of the role of the translator.

SCORE	
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI

22. Translates directions, lectures, conversations, films, special projects, assemblies, etc.	S	NI
23. Assists in providing document translation for students, teachers, and parents	S	NI
24. Translates student responses as accurately as possible.	S	NI
25. Directs parent/student questions to the teacher and teacher questions to the parent/student.	S	NI
26. Is available on an as needed basis for school functions outside the classroom during regularly scheduled school hours.	S	NI
27. Confers with regular classroom teacher to better prepare for translation services.	S	NI
28. Exhibits an interest for self-improvement in language ability, translation skills and establishing a better understanding of the educational process.	S	NI
29. Attends all professional development and staff meetings as necessary	S	NI

Overall Evaluation Score: Satisfactory Unsatisfactory

SIGNATURES: *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee: _____ Date: _____ Comments Attached: _____

Evaluator: _____ Date: _____ Comments Attached: _____