

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

Language Translator/Interpreter Specialist

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited institution. (Note: Foreign transcripts must arrive already evaluated by a licensed agency.)
2. Fully fluent in both English and desired language with demonstrated native-like reading and writing proficiency.
3. Passing score on a bilingual written and oral screening.

PREFERRED QUALIFICATIONS:

1. Master's Degree or higher from an accredited institution. (Note: Foreign transcripts must arrive already evaluated by a licensed agency.)
2. Two years work experience in a related field.
3. Documentation of specialized training in translating and interpreting from a recognized professional organization for translators.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills to do the following:

- Use accurate and standard English and desired second language including but not limited to spelling, grammar, word choice, and discourse.
- Translate and interpret a variety of educational, technical and legal jargon both written and verbal within the broader context of the culture producing them.
- Work effectively with families, students, community groups and school personnel.

REPORTS TO: Title I Supervisor and Supervisor of ESOL and World Languages

JOB GOAL

To translate/interpret school district documents and act as a translator/interpreter at high-stakes meetings.

SUPERVISES: As determined by Title I Supervisor and Supervisor of ESOL and World Languages

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Use a variety of written and linguistic styles when communicating.
2. Use computers to process data, create and maintain documents, databases and other multimedia products.

Communication

3. Translate written documents from English to desired language and from desired language to English.
4. Directly communicate through translation with parents and children in conveying educational and school related information to ensure full comprehension of all exchanges.
5. Communicate effectively orally and in writing.
6. Use effective communication strategies to interact with a variety of audiences.
7. Effectively communicate under potentially stressful situations.
8. Collaborate with other departments and divisions.
9. Respond to inquiries and concerns in a timely manner.

Proactive Orientation

10. Demonstrate initiative in fulfilling performance responsibilities.
11. Anticipate potential problems and design processes and procedures to address them.

Critical Thinking

12. Determine the need for the development of translated documents.
13. Evaluate desired language documents and records to determine their correlation with U.S., Florida, and Pasco County materials or standards.
14. Use technology effectively.

Continuous Improvement

15. Participate in district in-services or continuing education opportunities pertinent to the position.
16. Remain well informed about trends related to the position.
17. Set high standards and expectations for self and others.
18. Provide training and updates in effective communications skills for employees.

Facilitation

19. Serve as a liaison between families, students, community groups and school personnel.
20. Attend meetings and related community events that may be outside of the regular working hours.
21. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
22. Facilitate problem solving by individuals and groups.

Constancy of Purpose

23. Exhibit support for the district's vision, mission, goals and priorities.
24. Represent the district at meetings, on committees, and through printed materials.
25. Serve on committees, councils, and/or task forces.

Managerial

26. Maintain accurate and complete records of all translated documents.
27. Establish and maintain documents that have been translated into other languages.
28. Coordinate district-wide interpreting and translation services for other languages.

Decisiveness

- 29. Make and share decisions in a timely manner.
- 30. Respond quickly to situations that require immediate attention.
- 31. Prioritize projects and work appropriately.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised _____