



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Translation and Interpretation Coordinator

Employee Group: Administrative Support

Contract Length: 238 days

FLSA: Exempt

Supervisory Responsibilities: none

Reports to: Director of Student Services

Qualifications:

1. Fluency in at least two languages
2. Minimum of 5 years interpretation / translation experience
3. General post-secondary education (degree / diploma) or combination of language specific experience and training
4. Valid Wisconsin Driver's License Required.

Preferred experience:

Spanish Proficiency

Degree in Translation, Interpreting or similar field

Linguistic or Translator degree preferred

Position Summary:

The Translation and Interpretation Coordinator is a leadership position that serves as a liaison between administration, school staff, students, families and community agencies that support students. This position is responsible for all activities related to the translation and interpretation services provided by the district. The job involves recruiting and maintaining relationships with translators and/or translation companies.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Converting text and audio in English to one or more other languages while ensuring translated information conveys original meaning and tone.
2. Coordinate translation projects and assignments to ensure timely and high quality deliverables.

3. Provides in-action interpreting services for students, staff and families; assesses needs and provides services before and during assignments, adjusting services as needed.
4. Builds effective relationships among parents, school staff, community service providers, and other agencies.
5. Reviews the translated documents from other sources to ensure accuracy of content. Follow up with stakeholders to see if materials meet their expectations and needs.
6. Home/school information liaison. Assist with placement and enrollment of new students.
7. Facilitate a variety of meetings (e.g. workshops, community meetings, parent/guardian meetings, etc.) for conveying and gathering information.
8. Assist the Director of Student Services in coordinating specific projects, such as: community events, school programs, review of IEPs and evaluations, etc.
9. Build capacity with external translation resources by processing applications from translators and/or translation companies, assessing completeness of profile, contacting them to request additional information and supporting documents.
10. Promote positive public relations between the school district and community.

Other Functions

- Act as a resource to teachers, administrators, and parents in brainstorming and offering solutions to problems.
- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Student Services
- Properly handles confidential matters relating to students, student records, parents, and staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Knowledge of translation and interpretation process and protocols

Excellent written and verbal communication in English and at least one other language.

Demonstrated ability to create partnerships across entities to gather and maintain document libraries.

Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors.

Superior project management and organizational skills.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and families.

Knowledge of a variety of subject matter presented in public education as well as an understanding of school culture and expectations.

Ability to be flexible and meet deadlines.

Use job-related equipment using pertinent software applications.

Ability to maintain effective relationships with others. Good human relations skills.

Adapt to changing work priorities with interruptions.

Problem solve in emergency interpreting and translating situations.

Familiarity with translation software and best practices.

Time management skills

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, and turning. Ability to sit for prolonged periods of time.

Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Interpreting and transcribing requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office, meeting or classroom setting throughout the district. Work may involve sitting at a computer for extended periods. Position usually demands meeting deadlines with time constraints and adapting to changing work priorities.

Adopted: August 2023