

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** District Spanish Interpreter and Translator  
**Prepared Date:** 7/30/2018  
**Revised Date:**  
**Work Year:** 174 Work Days – 8.5 Hours per day  
**Department:** Intervention and Student Support  
**Reports To:** Executive Director of Intervention and Student Support  
**Salary Range:** Translator Salary Schedule  
**Benefits:** Fringe benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the District Translator/Interpreter is to provide interpretation (oral) and translation (written) of correspondence, forms, articles, technical manuals, and other instructional and educational materials from English to Spanish; serve as an interpreter for a variety of meetings, workshops, conferences, and special events; perform related clerical duties; provide effective communication between the school, the District, the student's family, and appropriate public agencies

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Ability to speak, read, and write fluently in English and Spanish
- Minimum of two years' work experience translating and interpreting materials
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in both English and Spanish, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience working with children, schools, or health programs
- College coursework in Spanish

**SKILLS AND KNOWLEDGE:**

- Knowledge of grammar, spelling, punctuation, syntax, and idiomatic usage of English and Spanish.
- Knowledge of English and Spanish equivalent translations of general, technical, and subject-matter terms.

- Knowledge of Special Education language, documents, and procedures.
- Knowledge of oral and written communication skills.
- Knowledge of telephone techniques and etiquette.
- Knowledge of modern office procedures, methods, and equipment including computers.
- Knowledge of District organization, operations, policies, and objectives.
- Ability to demonstrate the ability to speak, read, and write fluently in English and Spanish.
- Ability to read, speak, and write effectively in idiomatic English and Spanish
- Ability to work without technical supervision.
- Ability to be attentive to detail and take responsibility for accuracy of translation.
- Ability to edit articles for publication in English and Spanish.
- Ability to maintain confidentiality of sensitive information.
- Ability to establish and maintain effective working relationships with District personnel and the public.
- Ability to proficiently use and operate a computer and keyboard.
- Ability to identify and correct translation errors.
- Ability to utilize online resources.
- Ability to travel to multiple sites.
- Ability to operate a personal computer and peripheral equipment using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, fax and copier.
- Ability to provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner.
- Ability to maintain confidentiality of privileged information obtained in the course of work

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Translate accurately and concisely documents from English to Spanish and Spanish to English for the purpose of providing translation and interpretation for school and District-level functions
- Provide interpretation for parents during enrollment, suspensions, expulsions, IEP meetings, parent-teacher conferences, and other parent meetings, sometimes outside normal work hours
- Provide Spanish translations of various information posted on the district's website
- Perform a wide variety of clerical work (e.g. typing, compiling terminology lists/glossaries, recording information, maintaining filing systems, etc.) for the purpose of supporting the district in providing necessary records/materials in both English and Spanish
- Prepare and disseminate (as appropriate) written translations of IEPs, legal materials, workbooks, news articles, examinations, other instructional and educational materials, bulletins, correspondence, minutes, and forms

- Answer inquiries and interpret and explain words and phrases for meaning and appropriateness
- Translates verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both English and Spanish
- Prepare written translations of technical, educational, and general material for use by District personnel, parents, and the public and provide simultaneous interpretations at District meetings, including the use of headphones and microphones, when available.
- Ensure that translations retain the content, meaning, and feeling of the original material
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions
- Compile terminology and information to be used in translations, including technical terms such as those for educational material
- Maintain accurate and complete records of all translated documents
- Maintain cultural sensitivity when relaying concepts and ideas between languages
- Translate messages simultaneously or consecutively into Spanish while maintaining message content, context, and style as much as possible
- Adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary
- Follow ethical codes that protect the confidentiality of information

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Executive Director of Intervention and Student Support Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling		<b>X</b>			

Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

#### **WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Sometimes subject to loud noises associated with groups of children.