

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 1992
RANGE: 40.0
CLASSIFIED
CODE: 2

INTERPRETER/TRANSLATOR

DEFINITION

Under general supervision, the Interpreter/Translator will perform interpreting and translating services in communicating with non-English speaking students, parents or guardian;

perform translation functions pertaining to the translation of formal and informal documents from English to another language, and from another language to English;

serve as a liaison between non-English speaking members of the educational community and the County School personnel;

perform routine clerical and supportive tasks for instructional and administration personnel;

do other related work as required.

EXAMPLES OF DUTIES

Perform non-English language interpreter services for diagnostic personnel engaged in academic and aptitude assessments of children referred for special education consideration;

prepare communication materials pertaining to the pupil diagnostic assessment processes and assist non-English speaking clientele in their understanding of the process;

assist diagnostic and instructional personnel with home visit interviews as a part of the search and serve process;

participate in the Individual Education Planning (IEP) process by translating and interpreting diagnostic, and educational placement and prescriptive recommendations;

interpret and translate IEP documents to ensure thorough communication and process understanding;

translate legal documents, medical records and various educationally related technical documents and materials;

assist non-English speaking students by translating a variety of instructional exercises, and by presenting various instructional materials designed to enhance the learning process;

may translate instructional directions to students to enhance communication between student and instructional personnel;

may tutor and interpret for individual and small groups of students to reinforce and follow up instructional concepts;

provide interpreter service concerning telephone contacts with non-English speaking persons;

may administer dominant language surveys and participate in the development of language census materials and documents;

may assist students with study activities in carrying out the various aspects of their individual education plan;

assist in reporting student progress toward the accomplishment of performance and instructional objectives;

may assist in the preparation of a variety of instructional materials and learning aids;

maintain a variety of records and files, which may include confidential student records and information;

perform a variety of routine clerical functions.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics of the non-English speaking learning impaired;

language translation and interpretation strategies and techniques;

appropriate English and non-English language (Spanish or other languages depending upon the assignment) usage, punctuation, spelling, and grammar;

routine record management, storage, and retrieval systems.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward non-English speaking students;

communicate effectively in oral and written form using appropriate English and a non-English language;

perform routine clerical tasks and operate a variety of office related machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of paid or volunteer experience performing interpreting and translating functions for non-English speaking persons.

Education:

Graduation from High School;

training or coursework in non-English interpretation and translation is desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/20/15

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