

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Salary Schedule: 20; Row: 26

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **TRANSLATOR**

JOB PURPOSE STATEMENT: To provide a variety of non-technical and technical written translations and oral interpreting services and to assist in the development, preparation, and writing of language materials and communication in a second designated language.

JOB FUNCTIONS:

- Performs non-technical translations (forms, fliers, bulletins, letters, reports, handbooks, rules, newsletters, notices, minutes, brochures, policies, booklets, letters, etc.) from English to a designated language and from a designated language to English
- Performs technical interpretations/translations (parent conferences, special education conferences, disciplinary hearing panels, advisory committee meetings, community meetings, diversion panel meetings, SARB panel meetings, Safe School committee meetings, etc.) from English to a designated language and from a designated language to English
- Knows regional differences in word usage and idioms in designated language
- Paraphrases and condenses without changing the original material of the designated language
- Understands cultural diversity
- Composes documents to communicate information to school and district personnel, the public, outside agencies, etc.
- Responds to inquiries of the public, staff, students, and outside agencies to provide information and/or direction in English/designated language as may be required
- Evaluates situations (i.e., involving other staff, students, parents, the public, etc.) in order to take appropriate action or direct to appropriate personnel for action
- Processes documents and materials (e.g. schedules, agendas, mail, etc.) to disseminate information to appropriate parties

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JOB FUNCTIONS – continued

- Performs a variety of clerical work of above average difficulty
- Develops rapport and is sensitive to the needs of students, staff, parents, and the public
- Maintains a high degree of confidentiality and accountability
- Operates standard office equipment including the use of basic computer applications
- Uses English and designated language in both written and verbal form; correct spelling, grammar, and punctuation
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English and designated language
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Demonstrated bilingual skills

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JOB QUALIFICATIONS:

Experience:

- Two years of experience in composing, editing, and translating materials from English to designated language and from designated language to English
- Two years of experience interpreting from English to designated language and from designated language to English;

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance