

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION

	Class Codes	Unit
TRANSLATOR - INTERPRETER (ARMENIAN)	2905	D
TRANSLATOR - INTERPRETER (CANTONESE)	2906	D
TRANSLATOR - INTERPRETER (KOREAN)	2908	D
TRANSLATOR - INTERPRETER (MANDARIN)	2909	D
TRANSLATOR - INTERPRETER (RUSSIAN)	2910	D
TRANSLATOR - INTERPRETER (SPANISH)	2070	D
TRANSLATOR - INTERPRETER (VIETNAMESE)	2911	D
SENIOR TRANSLATOR - INTERPRETER (SPANISH)	2902	D

DEFINITION

Translates between English and the designated foreign language general, technical, legal, and medical documents and provides oral interpretations during formal meetings before the Board of Education and at other District, Educational Service Center, school, and community meetings; and in conversations and interactions with families and the public. A Senior Translator-Interpreter (Spanish) performs similar duties and, in addition, trains, orients and edits the work of Translator-Interpreters (Spanish).

TYPICAL DUTIES

Prepares written translations of speeches, psychological assessments, websites, individualized educational plans, legal materials, workbooks, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, and forms, and produces verbatim translations of formal and informal meetings using idiomatic expressions when appropriate and necessary to ensure accurate and effective message content and intent transmissions.

Provides in person or over the phone, simultaneous, consecutive, or sight interpretations at school, community, and District meetings concerning legal situations, such as Individualized Education Plan (I.E.P.) meetings, expulsion/suspension hearings, Education Service Center trainings, meetings, and interactions with the public.

Reviews translated material submitted by District personnel and of other Translator-Interpreters and edits for accuracy of meaning, content, and intent; grammar, and syntax.

Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.

Represents the District when responding to inquiries from parents and the public regarding bulletins, memos, and other pieces of correspondence.

Uses office computers in preparing translations.

Uses, distributes, and maintains headsets and microphones used during oral interpretation assignments.

Oversees translation equipment check-out, use, and inventory.

May assist and support staff in the development and preparation of site communications to the public, including articles, press releases, and communiques.

*Trains, orients, and edits the work of other employees, and follows up to assure completed staff work.

Performs related duties as assigned.

* Senior Translator-Interpreter (Spanish) only

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Translator-Interpreter prepares written translations of technical, educational, and general material for use by District personnel, parents, and the public and provides simultaneous interpretations at District meetings using headphones and microphones. A Senior Translator-Interpreter (Spanish) performs the same duties as a Translator-Interpreter (Spanish) and, in addition, trains, orients and edits the work of lower-level personnel.

The Director of Translations directs and supervises the operation of the Translations Unit by developing and coordinating the activities and establishing goals for the unit, scheduling requests for oral interpretations and written translation projects, and developing and maintaining ethnic media contacts.

A bilingual Interpreter Aide interprets from English to the specified non-English language and from the specified non-English language to English in order to assist District personnel in communicating with immigrant students and their families, and to assist students in understanding forms, procedures, and instructions. In addition, Interpreter Aides perform clerical duties above the entry level in difficulty and responsibility.

SUPERVISION

General supervision is received from the Director of Translations or other administrator. A Senior Translator-Interpreter (Spanish) gives work direction to Translator-Interpreters (Spanish). Work direction may be exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

Grammar, spelling, punctuation, syntax, and idiomatic usage of English and the designated foreign language
English and the designated foreign language equivalent of general, technical, and subject-matter terms

Ability to:

Listen to English and speak in the designated language simultaneously
Read and write effectively in idiomatic English and the designated foreign language
Work without technical supervision and take responsibility for accuracy of translation
Speak in public meetings
Edit articles for publication in English and the designated language
Maintain confidentiality of sensitive information
Work effectively with District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in the designated language. Additional qualifying experience may be substituted for the required education on a year-for-year basis providing the candidate can present a recognized certificate showing proficiency in the designated language. If the experience substitution is used, graduation from high school or evidence of equivalent educational proficiency is required.

Experience:

For Translator-Interpreter, two years of experience composing, editing, and translating materials in English and the designated foreign language and providing immediate oral interpretations during group meetings and in one-to-one situations, preferably in a school district or public institution.

For Senior Translator-Interpreter (Spanish), three years of experience composing, editing, and translating materials in English and Spanish and providing immediate oral interpretations during group meetings and in one-to-one situations preferably in a school district or public institution.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
06-13-12
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