

## TRANSLATOR (SPANISH)

### DEFINITION

Translates Individualized Education Program (IEP), technical, educational, legal, and general materials between English and Spanish.

### TYPICAL DUTIES

- Prepares written translations of IEPs, speeches, legal materials, workbooks, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, and forms.
- Reviews translated material submitted by District personnel and of other Translators and edits for accuracy of meaning, grammar, and syntax.
- Answers inquiries and interprets and explains words and phrases for meaning and appropriateness.
- Uses office computers in preparing translations.
- May act as an interpreter.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Translator (Spanish) prepares written translations of technical, educational, and general material for use by District personnel and may also act as an interpreter.

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.

An Interpreter communicates for others between English and the designated foreign language solely through the use of oral interpreting methods.

### SUPERVISION

General supervision is received from the Associate Superintendent, Division of Special Education, or designee.

### CLASS QUALIFICATIONS

#### Knowledge of:

- Grammar, spelling, punctuation, syntax, and idiomatic usage of English and Spanish
- English and Spanish equivalent translations of general, technical, and subject-matter terms
- Special Education language, documents, and procedures

#### Ability to:

- Read, speak, and write effectively in idiomatic English and Spanish
- Work without technical supervision

Be attentive to detail and take responsibility for accuracy of translation  
Edit articles for publication in English and Spanish  
Maintain confidentiality of sensitive information  
Establish and maintain effective working relationships with District personnel and the public  
Proficiently use and operate a computer and keyboard  
Identify and correct translation errors  
Utilize online resources

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university. Two years of experience in addition to that required may be substituted for the education requirement. If the experience substitution is used, graduation from high school or evidence of equivalent educational proficiency is required.

### Experience:

One year of experience in composing, editing, proofreading, or translating materials in English and Spanish for widespread dissemination or publication.

### 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/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised  
12-21-05  
RGK

Reviewed  
01-29-13  
CA