

Class Codes

INTERPRETER (CANTONESE)	2925
INTERPRETER (KOREAN)	2927
INTERPRETER (SPANISH)	2930

DEFINITION

Provides oral communication between speakers of English and the designated foreign language during formal meetings before the Board of Education and at other District, school, and community meetings and in one-to-one situations.

TYPICAL DUTIES

Provides simultaneous and consecutive interpretations at school, community, and District meetings; press conferences; and in legal situations, such as Board of Education meetings, Individualized Education Program conferences, and expulsion/suspension hearings. Provides “voice-over” narration in the designated language for educational television programs. Interprets idiomatic and formal terminology in English and the designated foreign language. Answers inquiries and interprets and explains the meaning of words and phrases. Uses headphones and microphones as necessary while interpreting. May use an office computer in writing up notes of meetings and in assisting with written translations when necessary. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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 Sign Language Interpreter I provides communication through the use of sign-to-English and English-to-sign skills, using manual sign systems such as American Sign Language, Signed Exact English and conceptually accurate Signed English.

SUPERVISION

General supervision is received from the Director of Translations or other higher level employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Idiomatic and formal usage of English and the designated foreign language

Ability to:

Understand and speak clearly and distinctly in English and the designated foreign language

Listen to English and speak in the designated language simultaneously

Listen to English or the designated language for several paragraphs and repeat the information accurately back to the listening audience

Maintain confidentiality and impartiality

Work effectively with District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience providing simultaneous and consecutive oral interpretations in English and the designated foreign language during group meetings and in one-to-one situations.

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
10-27-04
AYH

Reviewed
01-08-13
CA