

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit B
Class Codes

INTERPRETER AIDE (CANTONESE LANGUAGE)	4676
INTERPRETER AIDE (KOREAN LANGUAGE)	4677
INTERPRETER AIDE (LAOTIAN LANGUAGE)	4666
INTERPRETER AIDE (SPANISH LANGUAGE)	4668
INTERPRETER AIDE (TAGALOG LANGUAGE)	4679
INTERPRETER AIDE (VIETNAMESE LANGUAGE)	4667

DEFINITION

Interprets for and assists District personnel in communicating with immigrant students and their families; provides information regarding school admission and orientation, social adjustment, and community support services; and performs clerical work.

TYPICAL DUTIES

Assists District office personnel in communicating with immigrant students and their families by interpreting between English and the designated language, and interprets at parent meetings and Advisory Council meetings, and performs clerical duties, which may involve interpreting, including the following:

- Administering and scoring tests
- Enrolling or readmitting students into school
- Recording a variety of data on forms, maintaining files and other records
- Searching files, bulletins, and procedures in order to provide accurate information regarding policies, rules, procedures, and school and community service
- Answering telephone inquiries and making contacts to obtain and impart information
- Providing information about customs and cultural background of students to District personnel
- Providing information to parents and students about available learning options
- Supervising and assisting students in their primary language before and after school, as well as during lunch and recess time
- May make arrangements for student transportation.
- May accompany District personnel on visits to students' homes.
- May prepare simple written reports.
- May assist students in comprehending classroom assignments.
- May operate a variety of office machines, such as copiers, duplicators, calculators, word processors, office computers, or computer terminals.
- May translate written communications.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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 provides communication through the use of sign-to-English and English-to-sign skills, using manual sign systems such as American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English in a highly proficient manner.

SUPERVISION

General supervision is received from a certificated employee. No work direction is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Regional, cultural, and language variations in countries where the specified language is the native tongue
- Resources for obtaining information regarding District policies, procedures, rules, and educational programs
- School counseling services
- Community organizations involved with protective, recreation, medical, social, and youth services programs
- Health services provided by District doctors, nurses, audiometrists, dentists, and psychologists

Ability to:

- Speak, read, and write fluently in the language of specialty and English
- Use tact, discretion, and courtesy in contacts with individuals from a variety of cultural and ethnic backgrounds
- Work effectively with District personnel and the public
- Act calmly in tense situations
- Maintain confidentiality and impartiality
- Learn and use Microsoft Windows and Office Suite programs
- Use computer databases to input and retrieve data and prepare spreadsheets
- Operate a personal computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of office clerical experience is desirable.

Special:

Fluency in more than one non-English language is desirable.
A valid California Driver License and the use of an automobile may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-14-18
CA