

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE: Second Language Translator-Interpreter**

**Job Purpose Statement/s:** The position of Second Language Translator-Interpreter provides both oral and written translation of correspondence, forms, articles, and other educational materials from English to a designated second language; as well as serves as an interpreter for a variety of meetings, workshops, conferences, and special events under general supervision. Additionally, this position provides assistance and support to staff, parents and community to ensure student success.

**Essential Job Functions:**

- Provides oral and written translation and interpretation of meetings, correspondence, forms, articles, and other instructional and education materials.
- Accurately and concisely translates bulletins, reports, handbooks, curriculum material, questionnaires, tests, notices, and minutes of meetings as needed.
- Serves as an interpreter for a variety of meetings, workshops, hearings, conferences, expulsion hearings, specific IEPs, and special events for district personnel, parents and students.
- Review and revise translated documents as needed.
- Maintains and promotes awareness of the importance of good communication with the non-English speaking community.
- Works positively and collaboratively with staff as a liaison to the community.
- Provides orientation and support for parents/guardians new to the District, especially those requiring English language translation and interpretation.
- Provides support for community involvement.

**Other Job Functions:**

- Attends meetings for the purpose of conveying and/or gathering information required.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Performs other job related duties as may be assigned.

**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- High School diploma or equivalent.

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- Speaks, reads and writes designated second language and English fluently.
  
- Prior experience in interpretation and translation to and from designated second language, preferably in a school setting.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, communicate clearly and effectively, use English and designated second language in both written and verbal form, use correct spelling, grammar and punctuation.
  
- Knowledge of standard office equipment, computer applications to complete essential job functions.
  
- Abilities to sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instruction; interact with persons of different age groups and cultural backgrounds; learn new procedures; prioritize and appropriately schedule workload or tasks to meet established timelines; work independently. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance.
  
- Valid California Drivers License.
  
- Tuberculin Clearance.

**Reports To:** Site Administrator and/or other designated administrator/coordinator

**Work Year:** 180 days

**Salary Placement:** CSEA Salary Schedule  
Range 8

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: May 20, 2008