

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

BILINGUAL TRANSLATOR/INTERPRETER

Class Code: 4248

Job Family: Para-Professional, Aides & Assistants

Classification: Support Staff

Terms of Employment: Pay Grade 51 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision serves as a translator/interpreter providing accurate oral and written translation of information for district-wide documents, forms, and correspondence in another language.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Translates/interprets information, documents, forms, correspondence, and other material from one language to another; reads material and rewrites in specified language(s) following established rules pertaining to factors such as work meanings, sentence structure, grammar, punctuation, and mechanics.
2. Acts as liaison between administrative/educational staff, resource personnel, and student body regarding the translation of English documents into another language.
3. Contacts and collaborates with appropriate personnel to clarify information as requested/presented.
4. Provides feedback regarding cultural or linguistic issues.
5. Uses computers and mainframe applications (i.e., inquiry, word processing, data input, etc.), types, prepares, and proofreads a variety of documents and forms (i.e., correspondence/memoranda, reports, tables, orders, etc.) from rough drafts and/or composes as directed.
6. Maintains and updates databases to compile, store, and retrieve information on district forms and documents.
7. Provides oral translation/interpretation at various district sites, as needed or required.
8. Operates a variety of office equipment (i.e., computer, printer, copier, typewriter, scanners, facsimile machine, microfilm/microfiche machine, telephones, etc.).
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.
11. May provide oral translations/interpretations for IEPs, MDTs, psychological, health, and speech evaluations and accommodations for special education students.
12. May provide oral translation/interpretation assistance to special education personnel at assigned schools.

DISTINGUISHING CHARACTERISTICS:

Involves interpreting and translating oral and written material and information from one language to another for district-wide distribution, and special education student/parent information.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of computers and software applications e.g., Microsoft Word, Excel, Access, Desktop Publisher.
2. Knowledge of, and familiarity with the specified language, culture, including customs, values, beliefs, and behaviors.
3. Knowledge of special education terminology may be required.
4. Knowledge of special education law may be required.
5. Knowledge of IEP process and applicable laws may be required.

07/01/88

Revised: (10/13/93; 01/08/98; 07/15/05; 06/12/07; 12/22/08)

6. Demonstrated proficiency in reading, writing, speaking, and oral comprehension of English and another language.
7. Ability to maintain confidentiality of information.
8. Ability to abide by district standards set forth for translators/interpreters for meetings and conferences.
9. Ability to interpret and explain written and oral instructions, practices, and procedures.
10. Ability to interpret and apply general district policies and regulations.
11. Ability to communicate clearly and concisely, both orally and in writing.
12. Ability to use computer keyboard.
13. Ability to meet predetermined deadlines.
14. Ability to research and compile data for regular and special reports.
15. Ability to prepare, files, and maintain records.
16. Ability to recognize and understand limits of authority.
17. Ability to perform mathematical computations.
18. Ability to plan and organize work assignments and determine priorities.
19. Ability to work flexible hours or shifts.
20. Ability to work cooperatively with employees, students, parents, and the public.
21. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Employees selected for this position in a **Title I School**, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered "Highly Qualified" as defined by the federal *No Child Left Behind Act*. This includes a minimum of 48 hours of approved college credits, or a passing score on the ETS Para-pro Assessment.
3. Bilingual Proficient-demonstrated oral, reading, and writing competency in English and another language.

THE SPECIFIC LANGUAGE(S) REQUIRED FOR THE TRAINING AND EXPERIENCE, LICENSES AND CERTIFICATES REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Licenses and Certificates:

None specified

Preferred Qualifications:

1. Demonstrated experience working with school, staff, parents, and the public.
2. Demonstrated experience in interpretation and translation skills in English and another language.
3. Possess physical and mental stamina commensurate with the responsibilities of the position.
4. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. Verification of successful completion of a bilingual examination administered by Clark County School District.
3. College transcript, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Extensive travel to and from Clark County School District facilities and other agencies.

07/01/88

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WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly. Negligible amount of force to stand/walk/push/pull/carry.

Physical Demands: Occasional stooping, kneeling, crouching, and crawling. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens, or other monitoring devices. Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Computers, peripheral equipment and software applications, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, district issued/personal vehicles, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.