

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: INTERPRETER/TRANSLATOR****BASIC FUNCTION:**

Under the direction of an administrator, provide—translation of communications and of correspondence such as forms, letters, flyers, reports, and other documents between English to a designated second language; serve as an interpreter at meetings, assemblies, conferences and other events; provide consecutive and simultaneous oral interpretation in a variety of educational settings.

**ESSENTIAL DUTIES:**

- Perform District wide technical translations including translations of policies, rules and regulations, special education documents including Individualized Education Plans (IEP's), assessments for the instructional program or other translations requiring technical vocabulary.
- Serve as an interpreter in a variety of educational settings; Interpret in English and a designated second language and from a designated second language to English; using methods such as simultaneous interpretation, consecutive interpretation, and sight translation.
- Assist in the development, preparation, and writing of materials and communications in a designated second language
- Perform District wide non-technical translations including translation of meeting notices, minutes, parent conferences, brochure, booklets, letters, or other translations of a general or routine nature.
- Respond to inquiries and provide assistance regarding educational resources and services in a designated second language.
- Operate interpretation equipment such as microphones and receivers.
- Prepare and maintain a variety of logs, files, and records; review and verify accuracy and completeness of various documents; prepare a variety of routine reports
- Operate a variety of office machines including a computer and software.
- Perform a variety of clerical duties; prepare routine correspondence.
- Travel to various District sites, offices, and other locations to provide translation, interpretation and educational support services as needed; drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Read, write, translate, and interpret English and a designated second language.

Correct usage of vocabulary, grammar, syntax, semantics, spelling and punctuation of English and a designated second language.

Simultaneous interpretation, consecutive interpretation, and sight translation techniques.

Operation of a variety of office equipment, interpretation equipment, computer, and software.

Different dialects, regionalisms, idiomatic expressions, and cultural sensitivity.

Applicable laws, codes, regulations, policies, and procedures

District organization, operations, regulations, policies, and objectives related to position.

Interpersonal skills using tact, patience, and courtesy.

Modern office practices, equipment, and procedures.

Answer telephones and greet the public courteously.  
Meet schedules and timelines.  
Multitask, function in a fast-paced unstructured environment with frequent changes  
Learn, interpret, apply and explain policies, procedures, rules and regulations.  
Interpersonal skills using tact, patience and courtesy.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Input and output data accurately at an acceptable rate of speed.  
Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and specialized training in the techniques, methods and skills necessary from translating and interpreting at an accredited institution one (1) year experience translating materials and interpreting from English to a designated second language or Certificate from accredited Interpreting and/or Translation training program

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos,

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information.  
See to read a variety of materials.  
Sit and stand for extended periods of time.  
Bend at the waist, kneel or crouch to file materials.  
Lift and carry light objects weighing up to 15 pounds.  
Push and pull objects up to 35 pounds.  
Reach overhead and above shoulders to store interpretation equipment.