

AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: TRANSLATOR / INTERPRETER

Pay Grade: P06
Job Code: 2176

FLSA Status: Exempt
Revised: 04/14/14

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree, proficiency in Spanish and English, and three years of documented professional translation and interpretation experience.

Recent experience working as a full-time translator for an agency, a company, or as an independent contractor is required.

SKILL REQUIREMENTS:

Must have excellent command of both the Spanish and English language with exceptional grammar skills. Solid experience interpreting simultaneously to large audiences using microphones and headsets is required. Experience using CAT tools (DéjàVu) and Translation Management Systems (Plunet) is required. The ability to manage several projects on tight deadlines with minimum supervision and to work independently once given direction is a must. Proficiency in Microsoft Office Tools is a must.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for translating a wide variety of district-wide written communications in English and Spanish. Incumbent will proofread, edit and perform other quality assurance checks to deliver accurate translations. Incumbent will provide English to Spanish/Spanish to English simultaneous and consecutive interpretation services, in person or over the phone. Facilitate communication between district staff and Spanish-speaking students, parents, and community members. Assist in scheduling, managing, and distributing incoming requests, reports and databases to ensure timely delivery of assignments.

ESSENTIAL FUNCTIONS:

- Provide support to expand and implement an effective model for adequate translation and interpretation services at all schools and district-wide events.
- Implement professional skills of the art and science of simultaneous and/or consecutive interpretation services from English to Spanish/Spanish to English during meetings, public forums, special events, hearings, telephone communications and visitors' meetings as needed. Interpretation services are provided at regularly scheduled meetings and public hearings of the Board of Trustees. Many of these events occur in the evening and on weekends. Therefore, incumbent must be available to work 2-3 evenings during the week and weekends as needed.

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- Provide translation of documents, publications, and videos developed by school and central office administrators. Translate the major content of the District's website into Spanish.
- Manage databases and presentation software, such as Microsoft Office, Publisher, InDesign, etc., in order to perform responsible clerical duties including scheduling, reports, record keeping, maintaining databases, and filing in an effective and timely manner.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

This position involves working in a normal office setting with no unusual physical demands or exposure to hazardous situations. However, incumbent must be able to carry interpretation equipment cases to meetings. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Language Support Coordinator in the Office of Translation and Interpretation of the Department of Communications and Community Engagement.