



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Bilingual Translator

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Reports to:	Director of Assessment and Responsive Services
School/Department:	Educational Support Services
Pay Grade:	Office Professional Pay Grade 3
Work Days:	195
Wage/hour status:	Non-Exempt
Created/revised:	November 2018

The hiring and continuation of this position is contingent upon the award and availability of the IDEA-B grant. Salary appropriations are anticipated to be available for 2018-19 school year and may be extended for additional terms should funding be available.

Primary Purpose:

Provides liaison support to by translating Spanish to English and vice versa spoken and written communication during Admission, Review, and Dismissal (ARD) meetings, other meetings/conferences/events and speech therapy sessions. Administer and score language proficiency tests.

Qualifications:

Minimum Education/Certification:

- High school diploma or GED
- Nine (9) hours of foreign language, secretarial coursework or comparable from an accredited college or university recognized by the US Department of Education preferred
- Must have valid driver's license and good driving record to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of language proficiency testing requirements
- Knowledge of standard office procedures and practices
- Skill in English and Spanish grammar, spelling and punctuation (written and verbal) and proofreading
- Skill in fluently translating Spanish to English and vice versa
- Skill in processing a high volume of transactions
- Skill in the use of keyboarding, Microsoft Word, Google documents, and eSped software
- Ability to multi task, work independently, prioritize tasks, and exercise good judgment
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, parents, and co-workers from diverse cultures and backgrounds

Experience:

- Two years of experience working as a translator for an agency, a company, or as an independent contractor
- Experience interpreting simultaneously to audiences is a plus
- Proficiency in Spanish and English (written, verbal, and translation)



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Major Responsibilities and Duties

1. Translate both written and verbal communication from English to Spanish and Spanish to English during ARD meetings, other meetings/conferences/events, and speech therapy sessions.
2. Administer and score language proficiency tests.
3. Provide interpretations as required by phone conferences or in person.
4. Provide translation of district assessments, documents and publications developed by the Educational Support Services Department.
5. Assist with clerical duties as assigned.

Records, Reports, and Correspondence

1. Comply with policies established by Federal and State laws, State Board of Education rule and Board policy, campus and district guidelines and regulations.
2. Prepare correspondence, forms, reports, manuals, and presentations for the various Educational Support Services offices assigned and other department staff members.
3. Compile, maintain, and file all reports, records, and other documents as required.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Executive Director of Educational Support Services.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Maintain an organized work environment.
4. May provide office professional support and serve in other Educational Support Services Division departments and areas.
5. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, copier, telephone, scanner, and fax machine

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent prolonged and irregular work hours

Occasional travel outside of school district boundaries



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Workload is deadline driven

Prolonged use of equipment and computers with repetitive hand motions

Frequent sitting with moderate standing, stooping, bending, pushing, pulling, and lifting up to 20 lbs

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment

Frequent contact with parents, community, and/or other district/campus employees

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____