

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Non-English Language Interpreter/Translator

Qualifications:

1. Strong written or spoken language skills in both English and the target language
2. Extensive vocabulary in both English and the target language
3. Strong familiarity with both American and the target culture
4. Ability to express thoughts clearly and concisely in both English and the target language
5. Bachelor's Degree or higher (strongly preferred)

Reports To: Director of ESL/Bilingual Education or designee

Supervises: N/A

Objective: To convey accurate content, meaning, and tone between English and a non-English language either orally or in writing

Performance Responsibilities:

INTERPRETATION

- A. Promptly reports to assigned location
- B. Maintains a warm and professional demeanor
- C. Actively listens to the speaker of one language to understand the concept of what is being said and paraphrases the meaning into another language in a manner reflective of the original intent
- D. Ensures interpreted content conveys original meaning and tone
- E. Uses appropriate grammar

TRANSLATION

- A. Reads provided materials and translates them between English and the target language
- B. Researches jargon and other terminology as needed to ensure accuracy
- C. Ensures translated content conveys original meaning and tone
- D. Carefully proofreads translated texts for grammar, spelling, and punctuation accuracy
- E. Ensures assigned translations are completed by the deadline

OTHER

- A. Attends all required in-person trainings and completes all mandated online trainings
- B. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education (currently \$15/hr)

Evaluation: Performance will be evaluated by the Director of ESL/Bilingual Education or his/her designee on a continuous basis

FLSA Status: Non-Exempt

Status: Last Revised January 16, 2019