Durham Public Schools | Multilingual Resource Center
Job Description | Interpreter/Translator

Job Title:	Interpreter/Translator
Reports To:	Director, Multilingual Resource Center
Salary:	Grade 64
Status:	Permanent, Classified
Summary:	Serves as an interpreter between families, schools and the district, and translates school and district documents.

Responsibilities and Duties:
- Translate school and district documents.
- Translate and record school and district robocalls.
- Interpret messages between school or district staff, and families.
- Provide interpretation services at meetings between school and/or district-staff, and families.
- Ensure families understand information at meetings.
- Maintain ethical standards when interpreting.
- Maintain confidentiality of student and family information.
- Perform other duties as assigned.

Minimum Education, Experience and Requirements:
- Bachelor's Degree or equivalent work experience.
- Interpreting Certificate or Interpreting Diploma from an accredited institution.
- Collaborates with school and district staff as needed.
- Fluent in English and designated language in reading, writing and speaking.
- In-depth understanding of designated language's culture.

Knowledge, Skills and Abilities:
- Working knowledge and proficient level of experience with electronic mail and Microsoft Office programs, such as Word, Excel and PowerPoint.
- Ability to establish and maintain effective working relationships.
- Ability to do consecutive and simultaneous interpretation.
- Technologically proficient with computer translation programs.
- Ability to adjust language (i.e. register) to the level of the family.

Physical Requirements: Must be able to exert a negligible amount of force to move objects; classification consistent with light work.

Disclaimer: The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.