

TITLE: Language Access Translator**Page 1**

Reports to: Language Access Coordinator; may receive direction and setting of priorities from other designated staff.

Supervises: None

FLSA Status: * Non-exempt

Salary Level: * Classified Substitutes & Hourly Employees Salary Schedule – Language Access Translator Pay Rate

JOB SUMMARY: This position translates written documents/statements from one language to another language and proofreads documents/statements.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Translates statements, school records, medical records, notes from parents, flyers, communications, and other types of written documents from one language to another language (from English into another language and/or from another language to English).
2. Proofreads written documents and/or statements to ensure that information is conveyed and expressed clearly. Proofreads previously translated material with the expectation to edit, revise, and adapt materials accordingly.
3. Maintains current knowledge of changes to legal requirements related to confidentiality. Completes and attends required training related to the position.
4. Other Functions: Performs related duties consistent with the scope of the position.

Knowledge of:

- ☐ Code of Ethics for translators.
- ☐ Cultural aspects of both language groups.
- ☐ Knowledge of computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- ☐ General knowledge of office practices and procedures
- ☐ General knowledge of laws/policies that protect confidential student information and records (such as FERPA)
- ☐ General knowledge of laws/policies that protect confidential health information (such as HIPPA)
- ☐ Knowledge of educational terminology and terms that are used frequently in an educational setting
- ☐ Knowledge of District policies and procedures

Skill in:

- ☐ Learning and utilizing computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- ☐ Communicating effectively with District staff, parents, and students using tact, courtesy, and good judgment.

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- ☐ Maintaining positive relations with students, parents, family members, and staff in a multi-cultural, multi-racial, diverse community.
- ☐ Maintaining records in an organized manner.
- ☐ Organizing and performing job responsibilities efficiently and independently without close supervision.
- ☐ Oral and written proficiency in the non-English language

Ability to:

- ☐ Be punctual to all scheduled meetings and school events.
- ☐ Attend mandatory meetings and complete district training.
- ☐ Comply with school and district policies and procedures.
- ☐ Pay strict attention to details.
- ☐ Practice effective safety and security within work routines.
- ☐ Learn and utilize computers and computer software, including but not limited to, Google Suite applications and Microsoft Word.
- ☐ Work with students, parents, family members, and/or staff who have a variety of disabilities.
- ☐ Demonstrate awareness and appreciation of diversity among individual students and demonstrate commitment to strengthening engagement of a diverse community.
- ☐ Understand and execute verbal and written instructions, policies, and procedures and seek clarity when needed.
- ☐ Remain flexible to changes in assignments, tasks, or situations.
- ☐ Protect the confidentiality of information consistent with FERPA/HIPPA and handle confidential matters appropriately and ethically.
- ☐ Favorably represent the District and promote positive public relations when communicating with the public.

REQUIRED QUALIFICATIONS**Education and Experience:**

- ☐ High school diploma or equivalent (GED) **
- ☐ Bilingual in English and at least one other language

*** International diplomas or degrees completed outside of the USA must be evaluated by an international credentials evaluation agency*

Licenses//Special Requirements:

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- ☐ Must have a valid Washington State Driver's License/ID
- ☐ Must have a reliable method of transportation
- ☐ Must pass the proficiency test upon hire (national/state certification OR a valid Washington State Teacher Certificate with an endorsement in a non-English language may substitute for the proficiency test)
- ☐ Completion of required training upon hire

PREFERRED QUALIFICATIONS

- ☐ Previous experience providing translation support.
- ☐ Experience working with students/families in an educational setting.

WORKING CONDITIONS

Classroom or other indoor setting. May work outdoors in inclement weather. Physical hazard exists because employees may have interactions with students, family members, staff, and/or the public. Frequently required to work evenings/weekends.

PHYSICAL DEMANDS

Amount of standing, sitting and walking will vary depending on the assignment or task. Some assignments/tasks may require the employee to stand or sit for considerable periods of time.

DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

* This is a non-represented hourly position. This position must be available to work at any location on an on-call basis. Hours will vary depending on assignment. Assignments can vary on a day-to-day basis. This position is required to give proper notification if they are unable to report to their assignment.

CLASSIFICATION HISTORY

Job description developed by HR, 05/2024.