



Inst Asst 1 / Translator

Purpose Statement

The job of Inst Asst 1 / Translator is done for the purpose/s of assisting patrons and school personnel to access both written and verbal communications related to district, school, and student matters.

This job is distinguished from similar jobs by the following characteristics: Fluency in target language is required. The employee also works under the direct supervision of other school or district personnel with limited decision making.

This job reports to District Director or School Administration

Essential Functions

- Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.
- Composes routine correspondence from brief instructions for the purpose of providing written documentation to students and school staff.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing an up-to-date reference trail.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Reads and rewrites material in target language for the purpose of providing materials in the target language following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.
- Translates accurately and concisely documents and other materials from English to Target Language and Target Language to English for the purpose of providing translation and interpretation for school and District-level functions and student materials.
- Works directly under the direction of district personnel for the purpose of creating materials in the target language for students and other patrons.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records; target language proficiency.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; and protocol in confidential translation/interpretation; target language proficiency.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related

equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality; target language proficiency.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1