SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

INTERPRETER/ TRANSLATOR

REPORTS TO: Supervisor of Assigned Program
SUPERVISES: No supervisory responsibilities

DEFINITION:
Translate SLOCOE documents, communications and correspondence between English and the non-English language.   Make home visits and conduct parent-family interviews relating to student educational needs. Perform simultaneous verbal interpretation between English and non-English language at SLOCOE meetings and workshops. Refer non-English speaking parents of students served by COE programs to social and community services and programs as assigned.

QUALIFICATIONS:
Required:
1. High school diploma or equivalent.
2. Two years of experience assisting non-English adults and children with translating services, both oral and written.
3. Bilingual skills, fluent and proficient in both English and assigned non-English language.
4. Passing score on a San Luis Obispo County Office of Education Interpreter/Translator proficiency exam.
5. Valid California Driver's License.

Desired:
1. Certification as a Bilingual Interpreter and/or Translator.

KNOWLEDGE AND ABILITY:
1. Knowledge of methods, materials, equipment and techniques used in Translation activities.
2. Knowledge of clerical procedures and equipment
3. Knowledge of cultural values and difference, and developmental behavioral characteristics of the children from non-English speaking families.
4. Knowledge of social and community programs and available services.
5. Ability to demonstrate leadership qualities and the ability to effectively communicate verbally and in writing.
6. Ability to work a flexible work schedule.
7. Ability to interpret and apply guidelines, rules, regulations, policies and procedures.
8. Ability to operate a computer and specialized peripherals and software.
9. Ability to establish and maintain cooperative, positive, and effective working relationships with others.
10. Ability to maintain records related to work performed.
11. Ability to maintain regular and reliable attendance.
12. Ability to work independently without close supervision.
13. Ability to meet schedules and time lines.
14. Ability to drive a vehicle.
15. Ability to use good judgment to make decisions.

ESSENTIAL FUNCTIONS:
1. Translate verbal and written communications between SLOCOE employees and non-English speaking families of SLOCOE students at SLOCOE related meetings such as parent conference and Individualized Education Plan meetings. Provide interpretation for clarification purposes as necessary.
2. Conduct home visits and parent-family interviews relating to students SLOCOE educational needs when communication in non-English language is required.

3. Complete accurate written and typed translation of SLOCOE documents, communications and correspondence between English and the non-English language.
4. Provide verbal or written information identifying community programs that may be beneficial to the needs of the SLOCOE student to non-English speaking families as assigned.
5. Comply with San Luis Obispo County Office of Education Board Policies and Administrative Regulations.
6. Handle confidential information and materials with complete security.
7. Other duties as required and assigned within the scope and skill level of the job classification.

ENVIRONMENT:
Indoors work environment, home, offices, and community sites.

PHYSICAL DEMANDS:
1. Dexterity of hands and fingers to operate equipment and a computer keyboard.
2. Hearing and speaking to exchange information in person and on the telephone.
3. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups.
4. Seeing to read a variety of materials.
5. Sitting for extended periods of time, including driving a car.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation:
Adopted: 3/26/08
Revised: