CLASS TITLE: BILINGUAL TRANSLATOR

BASIC FUNCTION:

Under the direction of an administrator translates and interprets a wide variety of written and spoken communications to facilitate communication between staff and non-English speaking students, parents and other members of the community; perform related clerical duties.

REPRESENTATIVE DUTIES:

Essential responsibilities and duties may include, but are not limited to, the following:

Translate a wide variety of written materials, including newsletters, bulletins, forms, letters, menus, legislative bills, memoranda, notices and teaching materials; provide simultaneous translation at meetings. 

Provide interpretation and translation of technical terminology used by the psychologist, speech therapist, school nurse and other District personnel: provide explanations to facilitate communications, promote understanding and develop rapport with non-English speaking parents and students.

Communicate with a variety of District administrators, specialists, faculty and other staff to provide interpretation and translation as needed; evaluate written tests for bilingual positions.

Assist psychologist, speech therapists and others in administering tests to non-English speaking students to assure that accurate test results are obtained.

Accompany District specialists on home visits as needed to interpret, explain procedures and programs and assist in obtaining information of a personal and sensitive nature.

Attend meetings, conferences and work related social gatherings and interpret as required; translate pamphlets, forms and announcements.

Develop and revise forms and other communications for non-English speaking parents and students.

Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of office machines and equipment such as a typewriter, calculator, FAX and copier; perform responsible clerical duties including reports, record keeping and filing.
Assist non-English speaking callers and visitors to the county office; provide information and direction and route calls as needed. 

Perform related duties and responsibilities as required. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Bilingual skills including the use of proper grammar, sentence structure, spelling, pronunciation, punctuation, vocabulary and comprehension.
Technical terminology used by psychologist, speech therapists, nurses and other specialists.
Oral and written communication skills.
Telephone techniques and etiquette.
Modern office procedures, methods and equipment including computers
District organization, operations, policies and objectives.

**ABILITY TO:**
Speak, read, write and translate fluently.
Translate a wide variety of written materials, understand and participate in bilingual conversations with a high degree of precision of vocabulary and fluency.
Read and comprehend various styles and forms ranging from moderately difficult prose to highly colloquial writing.
Assist District psychologist, speech therapist and other specialists in administering diagnostic tests to non-English speaking students.
Develop rapport with non-English speaking parents and students and discuss personal and sensitive problems and issues.
Work independently with minimal direction.
Operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a, calculator, FAX and copier.
Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
Maintain confidentiality of privileged information obtained in the course of work.
Communicate clearly and concisely, both orally and in writing.
Understand and follow oral and written directions.
Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Four years of increasingly responsible translating experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment; travel from site to site; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.

PHYSICAL ABILITIES:
Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically, bend and stoop. Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.