

Solano County  
Office of Education

JOB TITLE: Educational Translator/Interpreter - Level II (Range 25)

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The Educational Translator/Interpreter shall assist the instructional staff by facilitating both written and oral communications with non-English speaking students and families.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Requires proficiency in written and spoken English, written and spoken Spanish, or other foreign languages.
- Ability to pass the SCOE English and Spanish, or other non-English tests.
- Ability to learn simple methods and procedures to be followed in an educational setting.
- Ability to communicate, understand, and work effectively with a variety of groups or individuals which may include children.
- Ability to project a mature, constructive, stable, and healthy attitude in an educational environment.
- Ability to perform work of a clerical nature.
- High school diploma or G.E.D. equivalent.
- Ability to understand and follow both oral and written instructions.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Possession of a valid California driver's license preferred.

This work consists of routine-to-moderate, complex technical and responsible interpreter/translator duties at the journey person level within a classification series.

## EXAMPLES OF DUTIES

- Interprets orally at meetings, including IEPs, IFSP, SARB, parent-teacher conferences, etc.
- Performs written translation of IEPs, forms, communications, and related documents.
- Assists by interpreting for parents and staff the meaning of words and phrases.
- Assists staff in phoning Spanish or other non-English speaking parents/guardians regarding curriculum, homework, matters related to meetings, and/or disciplinary concerns.
- Assists in administration of tests.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- May be required to drive, based on program needs.
- Assists with students' needs which may include interaction at meal time, computer time, or personal hygiene.
- Performs whatever duties are necessary to assure the health and safety of the students.
- May work independently with individuals or groups.
- Performs related duties as required.

## SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

## SUPERVISION EXERCISED

None

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)                      Walking (20%)                      Sitting (20%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (4)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (1)

At a minimum, this position requires hearing acuity up to 25 feet from individuals, vision clarity up to 40 feet, and the ability to verbally communicate in an articulate, understandable manner.

12/11/06

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