

DISTRICT SPANISH TRANSLATOR – INTERPRETER (School District)

DISTINGUISHING FEATURES OF THE CLASS: This position, located at a school district, is responsible for providing assistance to improve academic and social functioning of current and former ELL (English Language Learner) students and their families, as well as, assist other non-English speaking parents across the School District. The position is responsible for translating written documents and interpreting orally from English to Spanish and Spanish to English, for the benefit of students, family members and staff. Translated written documents include technical material such as district forms, official notices, legal documents, and Individual Education Programs (IEPs) which, if not translated correctly can have legal ramifications. The employee reports directly to the Asst Superintendent for Curriculum and Instruction. The employee works under the general supervision of the ENL Coordinator(s). Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interprets and translates written school communication/mailings for students and parents/

guardians, including but not limited to school lunch applications, emergency dismissal forms, signing up for after school activities, sports, music events, field trips, requests for special permission, volunteer applications, special education documents, etc.;

Types, proofreads, copies, mails and files a variety of written materials;

Prepares other district materials for publication and/or dissemination by editing written material and proofreading;

When called upon, interprets and communicates verbally, in person, over the phone, or via video conferencing software, regarding any and all school-related business, such as

DISTRICT SPANISH TRANSLATOR – INTERPRETER (School District)

Page 2

transportation issues and health office calls for the nurse (immunizations, sick students, accidents) etc.;

Interprets at parent-teacher conferences regarding student academic progress, behavior, interpretation and assessment results;

Interprets at CPSE (Committee on Preschool Special Education) and CSE (Committee on Special Education) meetings in person or virtually for IEP and 504 committees, (i.e.: matters regarding annual reviews, initial eligibility, as well as program reviews);

Offers support to the Registrar for incoming English Language Learners in regard to completing registration forms and communicating required documents and procedures;

Provides interpretation services for guidance counselors, social workers, psychologists, principals and instructional staff;

Travels between buildings within the district in order to provide services and support for students and parents;

May be called upon to interpret during open house and other evening events as necessary; and

Other related work as requested by Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good telephone and face-to-face communication skills; ability to utilize computer software: good knowledge of services provided by the school district; good knowledge of common practices and procedures employed by the school district; working oral language proficiency in the Spanish and English languages with understandable, smooth expression at a conversational level

DISTRICT SPANISH TRANSLATOR – INTERPRETER (School District)**Page 3**

of communication; ability to communicate effectively both orally and in writing, in Spanish and English; ability to establish and maintain effective relationships with students, parents and school district personnel; ability to follow and understand oral and written directions; demonstrates understanding of confidentiality and discretion; maturity; tact; resourcefulness; social and cultural perceptiveness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, or higher, and two (2) years of full-time paid successful work experience; or
- (B) Graduation from High School or possession of an equivalency diploma, and four (4) years of full-time paid successful work experience; or
- (C) An equivalent combination of training and experience as indicated in A and B above.

SPECIAL REQUIRMENT: Successful completion of a short computer-based Spanish Proficiency assessment.

SPECIAL REQUIREMENT: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTRICT SPANISH TRANSLATOR – INTERPRETER (School District)

Page 4

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Originated: 10/25/2024

Jurisdictional Class: Competitive

Public Hearing:n/a

NYS Civil Service Commission Approval: n/a

Reviewed and placed in Classplan: 10/29/2024