



Position: Office Campus

Assignment: Translator Clerk

Wage/Hour Status: Non-exempt

Reports to: Principal

Pay Grade: AS251/187 Days

Dept/School: Assigned Campus

Date: Spring 2024

Primary Purpose:

Maintain a translation database and translate, both orally and in writing, communications, curriculum materials and other pertinent information from both English to Spanish and vice versa, as needed by the campus.

Qualifications:

Minimum Education/Certification:

- High School diploma or equivalent, some college preferred.

Special Knowledge/Skills/Experience:

- Written and verbal fluency in Spanish and English
- Advanced knowledge of Word, Excel, and PowerPoint
- Excellent interpersonal and organizational skills
- Excellent communication skills, verbal and written.
- Basic knowledge of curriculum and school related procedures and vocabulary
- Ability to work independently as well as in a team-oriented environment.
- Knowledge of district organization and operations, as required for this position.
- Attention to detail and ability to focus on task.

Major Responsibilities and duties:

- Translate, compose, type and proof-read documents, tests, manuals, forms, as required within the campus.
- Interpret at meetings with Spanish-speaking parents.
- Organize and maintain electronic and paper files and records of translations.
- Maintain confidentiality of information translated when information is confidential in nature.
- Respond to inquiries of staff, parents, and/or students for the purpose of providing information and/or direction as may be required in Spanish.
- Prepare written materials for the purpose of conveying information regarding school and/or district activities and/or procedures.
- Ability to prioritize and meet varied deadlines.
- Must have regular and consistent attendance.
- All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions, maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name