

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DISTRICT INTERPRETER/TRANSLATOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Bachelor's Degree in Spanish preferred.
- Interpreter Certification required.
- Three (3) years or more experience in interpretation and/or translation preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of structure and content of the English/Spanish language including the meaning and spelling of words, rules of composition, grammar, pronunciation, and history.
- Strong active listening, speaking, reading comprehension and writing skills.
- Ability to communicate information and ideas in speaking so others understand.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to read and understand the speech of another person.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to speak clearly so others will understand.
- Ability to remember information such as words, numbers, pictures, and procedures.
- Ability to concentrate on a task over a period of time without being distracted.
- Ability to focus on a single source of sound in the presence of other distracting sounds.

SUPERVISION

REPORTS TO Director of ESOL/World Languages and Student Access
SUPERVISES No Supervisory Duties

POSITION GOAL

To listen, understand, and translate spoken or written documents from one language to another. To reproduce statements in another language for unique listening or reading audience.

PERFORMANCE RESPONSIBILITIES

1. *Communicate effectively with others in writing, as indicated by the needs of the reader/audience.
2. *Work with new material or information to grasp its implications.
3. *Interpret foreign transcripts.
4. *Assist with translations of other languages by working closely with outside resources.
5. *Attend conferences/meetings and serve as the official translator.
6. *Convert written materials, such as books, publications, or web pages, from one language into another.
7. *Edit and proofread text to accurately reflect language.
8. *Employ computer-assisted translation.
9. *Facilitate communication for families.
10. *Translate materials and informational brochures issued by the District into another language.
11. *Accompany foreign visitor and facilitate communication between receiving party and visitors.
12. *Read through original material and re-write material in the target language, ensuring the meaning of the source text is retained.
13. *Use Translation Memory software, including but not limited to Wordfast, memoQ, Across, SDL Trados, and Transit NXT, to ensure consistency of translation within documents and to aid efficiency.

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14. *Use specialist dictionaries, thesauruses, and reference books to find the closest equivalents for terminology and words.

15. Perform other duties as assigned by the Director of ESOL/World Languages and Student Access.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, Translation Memory Software

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-D1 \$34,511 - \$61,288

District Salary Schedule

Months 11

Annual Days 223

Weekly Hours 37.5

Annual Hours 1672.50

POSITION CODES

PeopleSoft Position TBD

Personnel Category 16

EEO-5 Line 51

Function VARY

Job Code 1934

Survey Code 77099

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

September 22, 2015

ADA Information Provided by Minnie Cardona
Position Description Prepared by Minnie Cardona