

JOB DESCRIPTION
May 2008

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

BILINGUAL TRANSLATOR

General Purpose:

A Bilingual Translator is responsible to the County Superintendent and works under the direct supervision of a designated Special Education administrator. Provides accurate translation services for instruction, testing, enrollment and related areas, and translates for Placer County Office of Education (PCOE) students, parents, personnel, and the public as required.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides accurate translation services orally and in writing in identified language(s) to assess literacy skills for students.
- Provides translation services in identified language(s) for instruction, testing, enrollment, and related areas as assigned.
- Utilizes good communication skills to represent PCOE, facilitates participation among school personnel, community members and various agencies and resources.
- Translates and interprets materials and school and PCOE policies, programs and activities for parents, school personnel, students, and other as requested.
- Maintains positive relationships with students, parents, staff, and community; communicates with students and staff to provide and receive information regarding activities.
- Operates a computer to access a variety of records in PCOE's software programs, operates various telephone systems and other office equipment.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- One year of relevant experience as a bilingual interpreter in an educational setting.

Knowledge, Skills and Abilities:

- Knowledge of proficient, advance methods of PCOE education programs.
- Knowledge of procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns.
- Knowledge of correct oral and written usage of English and other designated language(s).
- Knowledge of computers and other office equipment.
- Knowledge of good communication, interpersonal and translation skills using tact, patience and courtesy.

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- Knowledge of PCOE policies, the State Education Code, and other laws, rules and regulations in regard to assigned duties.
- Ability to perform a variety of proficient, advanced duties involving PCOE education programs.
- Ability to translate information regarding school or PCOE programs, procedures, activities, rules and regulations.
- Ability to read, write and translate English and a designated second or third language.
- Ability to speak and interpret English and a designated second or third language.
- Ability to provide accurate assessments of students in oral literacy in assigned language(s).
- Ability to assure compliance with school and PCOE policies and regulations.
- Ability to translate, learn, interpret, apply and explain laws, rules and regulations.
- Ability to observe and analyze situations and accurately determine an effective course of action.
- Ability to communicate clearly with students, parents, staff and others.
- Ability to understand and follow oral and written instructions and work cooperatively with others.
- Ability to meet schedules and time lines and maintain a safe and orderly environment.
- Ability to maintain proficient, prescribed records and reports.
- Ability to utilize computer software programs efficiently and effectively.
- Ability to complete work accurately and as directed with many interruptions.
- Ability to work confidentially with discretion.

Required Testing:

- None

Certificates & Licenses:

- None

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.

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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 33.5

Reviewed and Approved:

Supervisor: Laura Mages Date: 5/26/08

Human Resources: myColumbia Date: 5/21/08