

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SPECIALIST – LANGUAGE TRANSLATOR/INTERPRETER

JOB DESCRIPTION

JOB CODE:	77299	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Non-Exempt	PAY GRADE:	28
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelor's degree from an approved accredited educational institution; Master's or higher preferred. (Note: Foreign transcripts must arrive already evaluated by a licensed agency.)
- (2) Minimum of one (1) year experience in related field; or
- (3) An equivalent combination of education and training, with documentation of specialized training in translating and interpreting from a recognized professional organization for translators.
- (4) Fully fluent in both English and desired language with demonstrated native-like reading, speaking and writing proficiency.
- (5) Strong performance on timed written and oral screening samples.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of Board policies. Extensive knowledge of the organization, operation, programs and goals of the district. Extensive knowledge and use of accurate and standard English and desired second language, including but not limited to: spelling, grammar, word choice, and discourse. Ability to accurately translate and interpret a variety of educational, technical and legal jargon both written and verbal within the broader context of the culture producing them. Ability to work effectively with families, students, community groups, and school personnel. Ability to effectively communicate, both orally and in writing, with a variety of audiences using written and linguistic styles. Ability to use computers to process data, create and maintain documents, databases and other multimedia products. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Decision-making ability within the framework of the position. Ability to work effectively with and provide information to administrators, staff, families, students, community groups, media, and the general public. Ability use tact and good judgement during potentially stressful situations.

REPORTS TO:

Director – Communications and Community Initiatives

JOB GOAL

To efficiently and accurately translate/interpret written and/or verbal messages to convey educational and school-related information to staff, students, parents, and the general public.

SUPERVISES:

N/A

SPECIALIST – LANGUAGE TRANSLATOR/INTERPRETER (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Translate written documents from English to desired language and from desired language to English.
- * (2) Translate and record oral messages in the desired language.
- * (3) Facilitate communication between staff, parents, children, community groups and the general public to ensure all parties have a full comprehension of educational and school-related information and to promote problem-solving.
- * (3) Establish and maintain accurate and complete records/documents of all translated documents.
- * (4) Anticipate potential problems with translating/interpreting settings and design processes and procedures to address them.
- * (5) Collaborate with departments and divisions to determine the need for the development of translated documents.
- * (6) Evaluate desired language documents and records to determine their correlation with U.S., Florida, and Alachua County materials or standards.
- * (7) Assist in providing training and updates in effective communications skills for employees.
- * (8) Represent the district at meetings, on committees, and through printed materials; and attend meetings and related community events that may be outside of the regular working hours, as assigned.
- * (9) Serve on committees, councils, and/or task forces, as assigned.
- * (10) Coordinate district-wide interpreting and translation services for other languages.
- * (11) Adhere to applicable safety standards.
- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned areas.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain updated and accurate records.
- * (28) Represent the District in a positive and professional manner.
- * (29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- * (29) May be required to work beyond the 40 hour week.

SPECIALIST – LANGUAGE TRANSLATOR/INTERPRETER (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted 11/16/21