



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Interpretation/ Translation Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Office of Community Relations	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2015 July 15, 2015	SALARY GRADE:	Schedule: 56 Range: 58

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide oral and written translation and interpretation of correspondence, forms, legal and confidential documents, letters, reports, and instructional and educational materials from English to a designated second language; serve as an interpreter for a variety of meetings, workshops, conferences and special events; provide simultaneous and consecutive interpretation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Provide oral and written translation and interpretation of correspondence, forms, legal and confidential documents, letters, reports, and instructional and educational materials from English to a designated second language from clear copy, rough draft and oral dictation; proofread, manage terminology, edit documents and assure accuracy of translated materials
- Serve as an interpreter for a variety of meetings, workshops, conferences and special events for personnel, parents and students; participate in translation for student Individualized Education Plan (IEP) meetings, Board meetings, events and other activities as requested; provide interpretations in public, educational and legal settings
- Prepare and maintain records of written translations and logs of interpretations; maintain confidentiality of sensitive information
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide to the community and staff information about the services and procedures for interpretation and translation services
- Assure accurate and prompt simultaneous and consecutive interpretation services; assure accurate interpretation and translation in the District’s major language(s)
- Coordinate translation strategies to provide information in the primary languages to families whose children are English Learners
- Prioritize and manage requests for interpretation and translation services, including time estimates and costs for completion

- Revise and disseminate guidelines for interpretation and translation services; review and analyze existing data to improve interpretation and translation services and prepare reports as required; align interpretation and translation services and practices with District's philosophy
- Operate a variety of office equipment including a computer and assigned software; operate wireless interpretation equipment; drive a vehicle to conduct work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language

Simultaneous and consecutive interpretation techniques

Operation of a computer and assigned software

Operation of interpretation equipment

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Modern office practices, equipment and procedures

ABILITY TO:

Provide oral and written translation and interpretation of correspondence, forms, letters, documents, reports, and instructional and educational materials from English to a designated second language

Serve as an interpreter for a variety of meetings, workshops, conferences and special events

Read, review and edit translations

Interpret, apply and explain policies, procedures, rules and regulations

Operate a computer and assigned software

Operate interpretation equipment

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written instructions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a designated second language or related field and three years of translation and interpretation experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Incumbents in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Work evening or variable hours

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information in person or on the telephone
Seeing to read a variety of materials
Sitting for extended periods of time