

LANGUAGE INTERPRETER

TITLE: Language Interpreter

REPORTS TO: Associate Director of Federal, State and Magnet Programs

SUPERVISES: N/A

JOB FUNCTION: Responsible for listening to, understanding, and translating spoken or written statements from other language as identified by immigrant student population to English. Reproduce statements in other language as identified by immigrant student population or English for unique listening or reading audience. Facilitate and manage interpreting and translation request system to support district and school needs.

DUTIES AND RESPONSIBILITIES:

- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
- Attend conferences and meetings and act as official translator to mediate discussion.
- Translate between English and other language as identified by immigrant student population for families of the district.
- Relay concepts and ideas between languages.
- Convert written materials from other language as identified by immigrant student population into English or vice versa, such as books, publications, web pages or letters.
- Create a new text in the target language that reproduces the content and style of the original.
- Manage translation and interpreting request system, schedule appropriate service provider based on language needs
- Receive and submit assignments electronically.
- Employ computer-assisted translation.
- Facilitate communication for people with limited English proficiency.
- Translate languages at meetings such as student/family - administration meetings, hearings, orientations.

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- Informs supervisor immediately when interpreting sensitive and/or reportable issues
- Interpret both legal terminology and colloquial language.
- Read aloud documents in a language other than that in which they were written.
- Provide language services to students, staff and families of the district with limited English proficiency.
- Translate educational materials and informational brochures issued by schools and district offices into another language.
- Accompany non-English speaking visitors and facilitate communication between receiving party and visitors.
- Ability to work collaboratively with various groups of people.
- Encourages families to participate in school affairs and promotes school involvement.
- Maintains positive work relationships.
- Maintains regular attendance.
- Performs other duties as assigned by appropriate supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fluency in English and at least one other language: Spanish Portuguese, Korean, Hindi, French, Haitian/Creole, Russia, Chinese, Japanese or other languages as identified by immigrant student population.
- Correct oral and written usage of English and other language as identified by immigrant student population.
- Oral and written communication skills.
- Public speaking ability.
- Interpersonal skills using tact, patience and courtesy.

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ABILITY TO:

- Read, write, translate and interpret English and one other language as identified by immigrant student population.
- Prepare and deliver oral presentations as requested.
- Work independently with little direction.
- Complete tasks in a timely and accurate manner.
- Plan and organize work.
- Maintain routine records and prepare reports.
- Ensures school documents are completed accurately and legibly by translating information appropriately.
- Work confidentially with discretion.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Edit and proofread text to accurately reflect language.
- Use dictionaries and glossaries for reference.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- Bachelor's degree
- At least one year experience working with multi-cultural clientele
 - Two years of experience as an interpreter/translator (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Drivers License.

Orginia Date:: 06.2015