

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Material Translator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	English Learner Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-32/CSEA 125 Salary Schedule

(Former Classification: Translator/Material Developer)

LANGUAGE OPTIONS:

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to demonstrate the ability and desire to educate each student at a high level.

BASIC FUNCTION:

Under general direction of an assigned supervisor, accurately translate, interpret and/or produce in reasonable, timely manner a variety of general, technical and instructional materials, between English and an a designated language for schools and District office staff; provide oral interpretation at school and district meetings for a diverse range of people to establish collaborative relationships with students, families and the community and to encourage and welcome valuable contributions of our families.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently transcribe in written form, using a designated second language, instructional materials and communications to families. *E*

Translate District adopted/developed courses of study, study guidelines, criterion referenced tests and other related educational materials in a timely manner to meet the needs of students and staff. *E*

Assist with the development of instructional and multicultural materials to assist students to excel in reading, writing and math. *E*

Assist District curriculum staff in identifying, developing and maintaining instructional resources to provide students access to high quality options and a variety of activities. *E*

Transcribe and/or summarize oral or written notes at designated committee meetings; provide oral interpretation at District offices and sites as directed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, hold 48 college units or NCLB (No Child Left Behind) equivalent; two years of college level experience in foreign languages and three years of educational experience in interpreting and written translation of a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second or third language.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and accurate data entry techniques.

ABILITY TO:

Read, write, type and translate English and a designated second or third language efficiently.
Speak and interpret English and a designated second or third language.
Assist in the preparation of instructional materials that are visually appealing and educationally sound.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people
Learn new or updated computer systems/programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, procedures and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; intermittent noise.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to read and translate written materials ; hearing and speaking to exchange information in a designated second language; sitting for extended periods of time; dexterity to operate a computer and other standardized office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve items from cabinets and shelves; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions