

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Senior Interpreter -Translator Bilingual	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Translation & Interpretation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	December 13, 2023	SALARY:	G-55/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, provide bilingual interpretation (e.g., English/Spanish, English/Hmong) services for parents, students, and staff; and translate technical, educational, legal, and general materials into target language (e.g., English/Spanish, English/Hmong); provide related work as required.

Definitions:

- An interpreter converts speech from one source language into a target language (e.g., English/Spanish, English/Hmong)
- A translator converts text from a source language into a target language (e.g., English to Spanish, English to Hmong)

Fluency and Proficiency Skills:

- Incumbents will be asked to demonstrate fluency skills and proficiency in the below stated styles of interpretation and translation:
- Simultaneous Interpretation - Exact message from source language in real-time;
- Consecutive Interpretation - Convey message from source language to target language in dual exchange;
- Sight Translation - Oral rendition of text in source language to target language in real-time;
- Medical/ Legal/Educational Interpretation and Translation - Demonstrate advanced language proficiency of word usage in medical, legal, and educational settings.

REPRESENTATIVE DUTIES: (Persons employed in this position 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 with this classification, but is intended to accurately reflect the principal job elements.)

Accurately translate confidential district documents, speeches, formal agendas, psychological assessments, websites, Individualized Educational Plans (IEPs), legal materials, workbooks, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, and forms. *E*

Provide interpretation of formal and informal meetings using idiomatic expressions when appropriate and necessary to ensure accurate and effective message content and intent transmissions. *E*

Provide in person or over the phone, simultaneous, consecutive, interpretation at school, community, and District meetings concerning legal situations, Individualized Educational Plans (IEPs), suspension hearings, Education Service Center trainings, and interactions with the public. *E*

Adapt translations and interpretation to students' cognitive and grade levels, collaborate with educational team members as necessary. *E*

Review translated material submitted by District personnel and other Translator-Interpreters and edit for accuracy of meaning, content, and intent, grammar, and syntax. *E*

Lead and orient the work of others in the localization of language and centralized use of language developments. *E*

Answer inquiries and interpret and explain words and phrases for meaning and appropriateness. *E*

Represent the District when responding to inquiries from parents and the public regarding bulletins, memos, and other pieces of correspondence. *E*

Support new research and developments that influence language. *E*

Collaborate with others to streamline localization of language practices. *E*

Train, orient, and edit the work of other employees, and follow up to assure completion of staff work. *E*

Follow ethical codes and District guidelines that protect the confidentiality of information and assigned meetings and materials. *E*

Research, implement, and troubleshoot software and hardware that assist in language services. *E*

Use, distribute, and maintain headsets and microphones used during oral interpretation assignments. Oversee translation equipment check-out, use, and inventory. *E*

Use office computers in preparation of translations. Use headphones and advanced software to perform language support duties. *E*

May assist and support staff in the development and preparation of site communications to the public, including articles, press releases, and communiques.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and bachelor's degree from a recognized college or university and three years of experience composing, editing, and translating materials in English/Hmong and providing interpretations during group meetings and in one-to-one situations preferably in a school district or public institution. Qualifying experience of five (5) years

may be substituted for the required education on a year-for-year basis providing that a recognized certificate demonstrating proficiency in the designated language can be presented.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Pass Fresno Unified School District's (FUSD) language proficiency test in the designated language or present a recognized certificate of proficiency in the designated language. Pass Fluency and Advanced Proficiency Skills Exam, FUSD internal written practicum in the designated language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct grammar, spelling, punctuation, syntax and idiomatic usage of English and the designated foreign language.

English and the designated foreign language equivalent translations of general, technical and subject- matter terms.

Oral and written communication skills.

Telephone techniques and etiquette.

Office procedures, methods, and equipment including but not limited to computers, copiers, Interpretation and translation equipment and current software programs.

Interpersonal and intrapersonal skills using tact, patience, and courtesy.

Objectives, organization, policies and programs of the District.

ABILITY TO:

Maintain confidentiality of sensitive information.

Listen to English and speak in the designated language simultaneously.

Work without technical supervision and take responsibility for accuracy of translation.

Speak in public meetings.

Work effectively with District personnel and the public.

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 and programs, and interpretation and translation equipment to apply to current work, as trained.

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, objectives, and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment including office and/or school setting and meeting venues; driving own vehicle to conduct work; occasional temperature changes; repetitive activities; evening availability.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting, walking or standing for extended periods of time; dexterity to operate a computer and other office equipment, and interpretation and translation equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files; hearing and speaking to exchange information and interpret; seeing to read and write, and to provide interpreting and translation services.

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