

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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

LANGUAGE OPTIONS:

Incumbents are required to speak, read, comprehend 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 the direction of an assigned supervisor, provide accurate assessments for students in oral and literary skills in assigned language(s) to meet the needs of the families and sites; test and/or enroll students; translate for a diverse range of students, staff and 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.)

Provide accurate and reasonable, timely assessments of students in oral and literary skills in assigned language(s) including providing necessary accommodations and modifications for students with some disabilities. *E*

Receive, screen and direct calls and visitors to the appropriate person or office to ensure reasonable, timely delivery of professional services. *E*

Test and/or enroll students according to established procedures; visit school sites to test, assess and/or enroll students; participate in I.E.P. as related to assigned duties. *E*

Refer students and families to appropriate agencies or District departments as needed. *E*

Translate for students, staff and families in assigned language(s); translate and interpret materials and conversations in an accurate and reasonable, timely manner as required. *E*

Provide information to the appropriate person or site regarding assessment results. *E*

Efficiently perform clerical work including copying, answering the telephone, and making files; operate various office equipment including but not limited to computers, typewriters, copiers and fax machines. *E*

Prepare and maintain various materials for testing students; prepare files and records related to student assessment and enrollment. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and hold 48 college units or NCLB (No Child Left Behind) equivalent; two years college-level experience in foreign language(s); two years translating and assessing experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; 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 the assigned foreign language(s).
Testing and assessment materials, policies and procedures.
Policies and objectives of assigned program and activities.
Basic record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Operation of a computer and accurate data entry techniques.

ABILITY TO:

Read, write, interpret and translate English and a designated second or third language effectively.
Speak and interpret English and a designated second or third language.
Test students, translate and provide accurate assessments of students in oral and literary skills in assigned language(s).
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Communicate, comprehend and follow both oral and written directions.
Learn new or updated computers systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment; driving a vehicle to conduct work; contact with dissatisfied individuals; constant interruptions; intermittent noise.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to translate effectively and exchange information in English and a designated second language; 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