



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>BILINGUAL/BICULTURAL INTERPRETER</u>			
DEPARTMENT/SITE:	District Office	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	22
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director, Education Services	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, interpret for families, school staff, and other staff at meetings/education sessions and via telephone, including conference calls; translate and produce a variety of written documents, forms, letters, bulletins, and surveys from English into a primary language for schools and district office staff. The incumbents in this classification assist in providing support in interpreting and translating for families with students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Interpret for parents and visitors to the District Office as assigned; translate and produce a variety of written documents, forms, letters, bulletins, and surveys from English into a primary language and from primary language to English for schools and district office staff.

Assist callers and visitors in understanding District practices, policies, and requirements; provide assistance as appropriate especially in directing people to the proper resources to assist in a wide range of issues.

Organize system of communication to encourage family attendance at meetings/education sessions; promote parent involvement in schools as necessary.

Prepare materials for the District English Learner Advisory Committee, English Language Advisory Committees and attend parent education/training as assigned; maintain lists of meeting attendees and other materials; contact schools and district office staff to clarify items to be translated and to discuss necessary changes.

Attend assigned school and District meetings to correctly and consistently inform families of content (e.g., assessment meetings, parent/teacher conferences); drive to school sites as needed for meetings.

Manage interpreting needs by scheduling necessary people and materials for required interpreting sessions; arrange for babysitters for parents attending sessions.

Communicate with personnel and outside agencies in English and a designated second language to exchange information and resolve issues or concerns.

Assist with student registration and enrollment activities as assigned; input student information into computer system; follow up on missing forms or information with students and parents.

Assist in employee selection process by reviewing performance in oral and written assessment of the native language proficiency of potential employees.

Perform general clerical duties such as filing, duplicating, and typing; open and distribute mail and other materials.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

May be required to administer first aid/CPR as appropriate to the position assigned.

Assist other staff in understanding cultural considerations regarding populations served.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct English and a second language usage, grammar, spelling, punctuation, and vocabulary.

Proper interpreting techniques (i.e., able to convey the idea of the source language in the target language on the spur of the moment).

Community organizations, committees, and resources.

Bilingual Program/Special Education operations and general guidelines for English Learners.

Operation of a computer and assigned software.

ABILITY TO:

Read, speak, and write effectively to express thought between English and a designated second language, which is structurally, grammatically, and idiomatically correct.

Translate oral and written communications between English and a designated second language.

Serve as an interpreter for conferences, meetings, and other events.

Set priorities and meet established deadlines.

Speak in front of individuals or groups of individuals.

Work cooperatively and effectively with District staff and community.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent supplemented by training or education in the designated foreign language and one year of increasingly responsible experience in translating written documents and providing oral interpretation, preferably in a school environment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required from an EMSA certified provider.

Maintain qualification for automobile insurance coverage.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a personal vehicle to conduct work.

Work flexible hours to attend evening meetings.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 8/97; 06/11 (Ewing); 6/15 Reallocated from R15 to R18

07/23 Reallocate to R22 and Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23