

PARENT INFORMATION TRANSLATOR (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves facilitating effective communication between the school district and parents/guardians whose primary language is not English. The incumbent will translate written communications, press releases, public relations publications, legal documents, school records, Individual Education Plans, etc. into specific languages. The work is performed under the direct supervision of the department head or higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as translator in both written and verbal forms of communication for parents/guardians at meetings, interviews, special events, during telephone calls, and other individual situations;
 Translates reports, public relations publications, legal documents, school records, etc. into specific languages;
 Translates the registration process of all newly enrolling families who are non-English speaking;
 Reviews translated material for accuracy of meaning, grammar and syntax;
 Translates in crisis situations for non-English speaking parents/guardians;
 Translates and co-presents presentations for administrators and school staff;
 Serves as liaison to promote positive public relations in the community;
 Provides advice on public and community relations as it pertains to specific cultures in the district;
 Maintains a contact list of, and facilitate the use of, translators/interpreters for languages other than English.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge and use of a broad range of vocabulary, including educational, legal and medical terminology, subject-specific terminology and slang; knowledge of cultural nuances, regional variations or dialects, idiomatic expressions, and colloquialisms in all working languages; ability to translate oral and written communication into English and reverse translate into Spanish; ability to define abstract or foreign ideas and translate them into an understandable form of language; ability to establish and maintain good relationships with parents/guardians and school personnel; ability to communicate effectively both orally and in writing in English and Spanish; effective listening ability; effective organizational skills; confidentiality, patience, sound judgment, tact, moral character, courtesy, dependability, initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and, EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in linguistics or Language Studies; or
2. Four (4) years' experience as a translator in an educational or legal setting; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

APPROVED: JUNE 2, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE