

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>TRANSLATOR</b>	2.12.22
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing translations for District schools, departments and programs and other translation services. Provides support to the Translation Coordinator on special projects such as training classes, database and web page maintenance. Serves as a resource for appropriate terminology to be used in translations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Translation Coordinator. Methods of performing tasks are outlined or explained in general terms. Supervisor reviews work occasionally during progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Translating district documents.

Performing oral translations.

Formatting final product of documents in various program applications, for documents in specific target languages.

Maintaining the translation/interpretation database.

Routing proofs of completed work.

Performing clerical duties in assigned office.

Maintaining the common words database.

Assisting with the maintenance of the Instructional Services web page.

Assisting the Translation Coordinator with the training for translators.

Maintaining files.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Structure and content of standard English and a specific (non-English) target language including the meaning and spelling of words, rules of composition and grammar, and pronunciation

Accepted methods of correctly translating documents from English to the target language

Application use and techniques with the following software: Microsoft Word, FileMaker Pro, PageMaker, Microsoft Publisher, Excel and Adobe InDesign.

Mathematics sufficient to translate math assessments, brochures and other information

**Ability to:**

Learn the organization and operation of assigned department

Communicate effectively both in English and the target language. Must be able to speak, read and write English and the target language fluently for spoken and written translation including technical documents

Read, process and word process information simultaneously from one language to the other

Communicate technical, complex and/or sensitive information to students and/or families

Understand what the writer is communicating in order to convey the same meaning; translate the document at the appropriate level of the reader

Manage a database for translation requests

Plan, organize, prioritize and complete assigned tasks in a timely and efficient manner

Interpret and apply department policies and procedures

Operate a computer and related peripheral equipment and software

Type at a speed necessary for successful job performance

Manage multiple priorities and meet deadlines

Work effectively in a team environment

Maintain confidentiality in all matters relating to students and families

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Establish and maintain effective working relationships with those contacted in the course of work

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Minimum of three years of technical translation experience desired.

**Training:**

Equivalent to at least an AA degree in the target language and experience in technical translation/interpretation.

**Work Environment:**

Climate controlled office settings and exposure to minimal noise intensity levels. Occasional travel to district sites. Low level of contact with district personnel and parents.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary – Exert force to 10 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Translator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_