

Interpreter/Translator HS/EHS

Purpose Statement

The job of Interpreter/Translator HS/EHS is done for the purpose/s of providing support to the instructional program with specific responsibilities for translating a variety of documents and interpreting for full participation in Head Start/Early Head Start programs, activities and services; and traveling from site to site within Yolo County following a flexible schedule, including evening hours.

This job reports to Program Administrator HS/EHS

Essential Functions

Complies with all necessary policies and procedures (e.g. YCOE HS/EHS, administrative regulations; performance standards, etc.) for the purpose of insuring implementation of HS/EHS program following applicable Federal and State Regulations.

Composes routine correspondence from brief instructions for the purpose of providing written documentation.

Confers with staff, program managers, Lead Teachers, Site Supervisors, parents (e.g. parent conferences; IEP/IFSP meetings; in-service training; Policy Council meetings, etc.) for the purpose of providing necessary communication and information.

Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing an up-to-date reference trail.

Monitors safety of children in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

Provides simultaneous interpretation for meetings for the purpose of ensuring parents, staff and others are provided with accurate information being communicated to and from the EHS/HS program staff.

Provides computer transcriptions (e.g. for necessary written materials; operational procedures; parent manuals; informational brochures; flyers; health care and behavioral plans, etc.) for the purpose of ensuring provision of all materials needed to understand EHS/HS program.

Reads and rewrites material in required language for the purpose of providing materials in required language following established rules related to factors such as word meaning, sentence structure, grammar and punctuation.

Translates accurately and concisely documents and other materials for the purpose of providing translation and interpretation for school and District-level functions.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; translating a variety of necessary materials; and using electronic communication devices for simultaneous interpretation.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; protocol in confidential translation/interpretation; and knowledge of the YCOE HS/EHS program.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; working flexible hours; and problem solving.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Certification for Interpreter/Translator

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/29/2018

Salary Grade

47