

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Translator

Salary Grade: 17

Salary Schedule: Classified

Department: Various

Reports to/Evaluated by: Various

FLSA: Non-Exempt

SUMMARY

Under general supervision, provides comprehensive oral and written translation services in a variety of linguistic environments between schools, parents, staff, and the community. The incumbent is required to read, write, comprehend, and speak one of the following languages: Spanish, Hmong, Punjabi, Arabic, or another foreign language as required by the district. This role provides services upon request of schools or departments for translating for a variety of educational needs, which could include, but is not limited to, parent meetings, enrollment, district meetings, phone calls, and written documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide accurate and timely written translations of school and district documents for schools, students, or families, including enrollment documents, school or district documents, assessment documents, formal agendas, psychological assessments, websites, Individualized Educational Plans (IEPs), workbooks, news articles, and other instructional and educational materials, bulletins, correspondence, minutes, and forms.
- Provide accurate oral interpretation for schools, students, families, and the district.
- Translate for students, staff, and families in assigned language(s), interpreting materials and conversations in an accurate, reasonable, and timely manner.
- Receive, screen, and direct calls from multilingual callers and facilitate the conversation between the caller and employee.
- Review translated material submitted by District personnel and other Translator-Interpreters and edit for accuracy of meaning, content, intent, grammar, and syntax.
- Answer inquiries and interpret and explain words and phrases for meaning and appropriateness.
- Refer students or families to appropriate outside agencies as needed.
- Follow ethical codes and District guidelines that protect the confidentiality of information and assigned meetings and materials.
- Use, distribute, and maintain headsets and microphones used during oral interpretation assignments, and oversee translation equipment check-out, use, and inventory.

Translator

Approved 09.08.2025

- Use office computers in preparation of translations, utilizing headphones and advanced software to perform language support duties as needed.
- Maintain the ability to multi-task and work collaboratively with the department and school sites.
- Assist the supervisor in organizational structure and the assignment of other hourly translators.
- Perform related duties as assigned.

QUALIFICATIONS

- **Knowledge of:** Correct oral and written usage of English and a designated second or third language. Comprehensive knowledge of a second language sufficient to instruct parents, staff, and community members in a variety of settings is required. Requires knowledge of the district's board policies, applicable sections of the State Education Code, and other applicable laws, alongside an understanding and familiarity with district programs and services.
- **Ability to:** Read, write, speak, and translate English and a designated second language. Candidates must be able to assess and adjust to varying language abilities and the preferred communication mode of adults, understand and follow oral and written directions, and establish and maintain effective working relationships with others. Requires the ability to meet schedules and timelines, work effectively in a multi-ethnic setting, maintain confidentiality of sensitive information, work independently at times, and learn new or updated computer systems, programs, and interpretation/translation equipment to apply to current work as trained. Physical abilities require ambulatory ability to sit for extended periods of time and accomplish desktop work, near vision to read printed materials, auditory ability to carry on conversations in person and over the phone, and manual and finger dexterity to write and use a keyboard at an advanced rate.
- **Education and Experience:** This position requires an associate's degree, supplemented by specialized coursework or other acceptable certifications preferred. A minimum of two (2) years' experience translating in a public-school setting is required, though additional education may substitute for some experience. Must meet Every Students Succeeds Act (ESSA) requirements via a Basic Skill Assessment Test (Paraprofessional Test), an A.A./A.S. degree, or 48 units of higher education. Certification in the assigned foreign language for translation is preferred, and a language proficiency exam may be required in the designated language. A valid CA driver's license is also needed.
- **Working Conditions:** Work is typically performed indoors where minimal safety considerations exist.

Translator

Approved 09.08.2025