

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: Translator/Interpreter

QUALIFICATIONS: Fluent in all skill areas in English and Spanish; computer proficient; specific skills required to satisfactorily perform the functions of the job include: proficiency in required second language; translating written documents; preparing and maintaining accurate records.

REPORTS TO: Assistant Superintendent

JOB GOAL: The district translator is responsible for translating various documents from English to Spanish and serving as a Spanish/English translator and serving as a resource to other district personnel requiring assistance with non-English speaking persons.

PERFORMANCE RESPONSIBILITIES:

- Reviews various documents (e.g. drafts, types, proofreads, composes, etc.) for the purpose of providing/translating materials in Spanish and/or English.
- Reads a variety of materials (e.g. letters, instructional materials, brochures, articles, handbooks, bulletin, Individualized Education Plans (IEP), etc.) for the purpose of interpreting materials in Spanish and/or English.
- Translates district documents or meeting conversations for parents in writing or verbally in person or on phone.
- Translates verbatim and idiomatic materials and conversations for the purpose of ensuring accuracy of information conveyed in both Spanish and English.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar and style.
- Translate all LEA/school site materials into Spanish.
- Collaborate with administrators and teachers by translating at multiple conferences when scheduled in advance. May require evening appointments.
- Serve as a liaison between parents, students, and the school, explaining school policies, procedures, services, programs, and the goals of the instructional program
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
- Maintain electronic documentation of all translation services provided during the year.

TERMS OF

EMPLOYMENT: July 1 to June 30; translation services are scheduled as needed.

SALARY: In alignment with negotiated FREA agreement

APPROVED BY: Board of Education **DATE:** June 25, 2018