

TRANSLATOR  
(Ossining #1, Mamaroneck #1)

GENERAL STATEMENT OF DUTIES: Provides English/Spanish translation services, both written and oral, for the Ossining #1 or Mamaroneck #1 School District, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position provides English to Spanish and Spanish to English translation services for the Ossining #1 or Mamaroneck #1 School District. The primary function of this position is to translate District written communications and documents (i.e., School Board policies, school calendar, Code of Conduct, etc.) from English to Spanish. The incumbent may also be called upon to translate, verbally, at School Board meetings, Superintendent's Hearings, and meetings with parents. The incumbent must possess knowledge of the Spanish language that would allow them to converse fluently and translate written documents with a high degree of accuracy, both in terms of grammar and content. Supervision is not an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Provides English to Spanish and Spanish to English translation services for the school district:

Translates from English to Spanish various school district policies (i.e.; School Board policies, Code of Conduct, course descriptions, transportation and homework policies, Sexual Harassment policies, School Calendar, etc.);

Provides verbal translation services at Superintendent's Hearings and provides written translation of transcripts from the Hearing;

Provides written translations of all district notices sent home with students;

Uses a computer to produce copies of documents, letters, fliers, minutes, etc., which have been translated from English to Spanish;

Maintains electronic or manual files of materials translated;

Uses computer applications such as word processing, e-mail and database software in performing work assignments;

May provide verbal translation services at school meetings regarding new programs and curriculum.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to read, write and converse fluently in both the Spanish and English languages; ability to translate written material (curriculum, school calendar, letters, legal documents, school board policies, etc.) into Spanish which is grammatically correct and accurate in terms of content; ability to read, speak and listen to Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to meet the translating needs of the school district; ability to manipulate a standard alphanumeric keyboard at a rate of 35 words per minute; ability to effectively use computer applications such as word processing, e-mail and database software; ability to establish effective working relationships with central office staff, School Superintendent, and/or Assistant Superintendent; sensitivity to other cultures; sound judgment; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) graduation from a post high school secretarial or business school program with a degree or certificate in secretarial sciences, office technology or closely related field and one (1) year of general office/clerical experience which must have involved the use of computers to produce correspondence; or b) an Associate's Degree and two (2) years of general office/clerical experience which must have involved the use of computers to produce correspondence, or c) a Bachelor's Degree from a recognized college or university, or d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate