

## **Goleta Union School District**

### **Spanish Bilingual Translator and /or Interpreter**

#### ***Basic Function***

Under the general direction of the District Assistant Superintendent, translates /interprets letters, bulletins, forms, notices and educational materials using expression of thought that is structurally, grammatically and idiomatically correct and which uses the range of vocabulary common to the recipient of the translation.

#### ***Representative Duties***

Communicate effectively in English and Spanish.

Performs written translation of district and school communications from English to Spanish and /or Spanish to English.

Proof written communication.

Serves as an oral interpreter at district parent meetings when necessary.

Interprets between English and Spanish speaking individuals.

Phones Spanish speaking parents /guardians regarding matters related to the district or schools.

Provide information concerning District policy and procedures in Spanish to parents.

Communicate with parents and District personnel on confidential or sensitive issues; make phone calls to receive and transmit information.

Maintain project and confidential filing systems.

Operate a computer and assigned software to translate a variety of reports and correspondence.

Receive, open and screen incoming mail.

Maintains confidentiality.

Translate /interpret directly without any personal opinion.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.

Oral and written English and Spanish communication skills.

District policy and procedures.

Operation of a computer and assigned software.

Basic record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

##### *Ability to:*

Communicate effectively in English and Spanish, verbally and in writing.

Type 45 words per minute.

Meet schedules and deadlines.

Establish and maintain effective working relationships.

Handle confidential materials with discretion.

Any combination of training and experience equivalent to graduation from high school, including the ability to transcribe and interpret between English and Spanish. Recognized certification of bilingual skills preferred.

## Spanish Bilingual Translator and /or Interpreter

### *Licenses and Other Requirements*

None

### *Working Conditions*

#### *Environment*

Office Environment.

#### *Physical Demands*

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time

#### *Hazards*

None