

BILINGUAL/BICULTURAL INTERPRETER

JOB SUMMARY

Under the supervision of the Project Facilitator and the general direction of the Project Parent Liaison/Trainer, Principal and Bilingual Program Facilitator, interpret for families, school staff, and other staff at meetings/education sessions. Interpreting via telephone, including conference calls. Some written translation of simple notes for parents and project needs. Provide own transportation to attend meetings throughout San Diego County.

TYPICAL DUTIES

Work closely with the Parent Liaison/Trainer to set priorities of job tasks. Organize system of communication to encourage family attendance at meetings/education sessions. Attend assigned school and District meetings to be able to correctly and consistently inform families of content (i.e., Special Education training, assessment meetings, parent/teacher conferences, etc). Schedule necessary equipment, people, and materials for interpreting sessions. When required, perform written translation of simple notes for parents, staff, etc. Speaking in front of individuals, or groups of individuals. May be required to administer first aid/CPR. Perform other related duties as required.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include an excellent oral and written command of both English and the specified second language. Experience as an interpreter and the use of interpreting equipment (headsets, etc). Flexible hours to be available to attend evening meetings. Possession of a current certificate in cardiopulmonary resuscitation (CPR), and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

Knowledge of:

Community organizations, committees, resources. Bilingual Program/Special Education operations and general guidelines for English Learners. Proper interpreting techniques (i.e., able to convey the idea of the source language in the target language on the spur of the moment). Proper use of English, grammar, spelling, punctuation, and speaking. Proper use of specified second language grammar, spelling, punctuation, vocabulary, etc.

Ability to:

Provide own transportation to attend meetings at various locations in El Cajon and surrounding areas including San Diego. Communicate effectively in both English, and specified second language. Set priorities and meet established deadlines. Prepare schedule to follow. Speak in front of individuals or groups of individuals. Work cooperatively and effectively with District staff and community.

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LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability.