



TRANSLATION AND INTERPRETATION SERVICES REPRESENTATIVE

BASIC FUNCTION

Under general supervision, provide oral interpretation and written translation services for students and families at school sites in both the home language and English; serve as an interpreter for a variety of meetings, workshops, conferences and special events.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide written translation of correspondence, forms, district communications- and other instructional and education materials into specified second languages.
- Provide interpretation and translation services for a variety of meetings, workshops, conferences and special events for District personnel, parents and students; produce idiomatic written translations considering the type of material and reader viewpoints; determine most accurate meanings and make corrections as needed.
- Proofread translations of technical terms and terminology to ensure accuracy and consistency throughout translation revisions.
- Proofread and edit translations for accuracy, context, readability and style; review, proofread and edit the translations of others as requested.
- Maintain records and prepare reports related to the work.
- Provide simultaneous or consecutive interpretation services into specified languages, maintaining message content context and style in district meeting such as Individualized Educational Plan (IEP) meetings, parent conferences, and other student centered activities and meetings; assist communication and support to in-district departments.
- Provide interpretation and translation services to schools to facilitate school-to-home communications between families and schools, including contacting parents and caregivers by telephone and responding to specified language dedicated telephone lines.
- Translate messages for the Auto Dialer and Rapid Broadcast from English into specified languages; record the message and send to families using established protocols.
- Provide voice-over narrations and recorded communications in a designated second language for District audio or video recordings.
- Assist schools with intake and registration of new students who require assistance in a specified language, as needed; serve as interpreter to explain residency and enrollment requirements, district transfer policy, free and reduced lunch application, school transcripts, immunization and other school record information and requirements.
- Assist school personnel by providing interpretation and translation services during home visits.
- Perform interpretation and translation functions for schools regarding district policies, federal and State regulations, health related regulations, and student discipline guidelines.

EDUCATION AND EXPERIENCE

Education: Associate of Arts degree in English, Spanish, Russian, Vietnamese, Somali, Chinese, Swahili, Kirundi or related language or demonstrated proficiency in written and spoken English and one of the six (6) identified languages is required.

Experience: A minimum of two (2) years of experience performing professional-level oral and written interpretation and translation services in English and one of the six (6) identified languages is required

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

Work hours will include irregular hours, evening and weekend activities and meetings, district, school and student functions, and to receive, translate and transmit Rapid Broadcast messages under special or emerging conditions.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in both a standard business office and school site locations with occasional home site visits, with extensive student, parent and public contact and frequent interruptions. Employees routinely drive to and between schools and offices to conduct work. Work hours may occasionally include irregular hours, evening and weekend activities, meetings and district, school and student functions

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

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