

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Interpreter/Translator Aide II Spanish	SUPERVISOR:	Director of Categorical Programs
DEPARTMENT:	School Sites, District Office	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	10 month
		SALARY:	Range 6
BOARD APPROVAL:	3/14/07		
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

Under supervision of the Director of Categorical Programs and specific supervision of the site principal, interpret a foreign language **orally**, and translate in **writing**, from one language to another.

REPRESENTATIVE DUTIES:

- Assist site and district office personnel in oral and written communication with Spanish speaking parents;
- Attend Student Study Team meetings and IEP meetings, as needed and assigned, to provide interpretation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school.
Prefer one year experience interpreting/translating Spanish/English.
Clerical skills –typing, and use of computer.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General purposes and goals of public education;
Correct English usage, punctuation, spelling and grammar;
Ethical and professional conduct;
Programs for English Learners;
Programs and procedures for Special Education;
Dialects within the two languages.

ABILITY TO:

Speak, read, and write fluently in Spanish and English;
Understand cultural heritage and differences of Spanish-speaking students;
Work with staff and parents tactfully, courteously, and with good judgment;
Assume a high level of responsibility and independent activity;
Understand and carry out oral and written directions;
Maintain routine records and reports;
Learn the procedures, functions and limitations of assigned duties;
Communicate effectively with parents and staff;

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KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

Establish and maintain cooperative and effective working relationships with others;

Complete work with many interruptions;

Maintain neutrality when communicating information;

Act as an agent for the school/school district;

Maintain confidentiality;

WORKING CONDITIONS:

ENVIRONMENT:

School office;

District office

PHYSICAL ABILITIES:

Hearing, speaking, and seeing to exchange information;

Manual dexterity to write, type.