



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: District Translator
JOB CODE: New
CLASSIFICATION: Non-exempt
PAY GRADE: 16
BARGAINING UNIT: FOPE-Clerical Unit
REPORTS TO: Director, Bilingual/ESOL and/or the Director, Marketing & Communications or Designee
CONTRACT YEAR: 10, 11 or 12 Months

POSITION GOAL:

To ensure effective communication between the District and its stakeholders by performing written translations, oral interpretations and other responsibilities, in a variety of situations, and by providing information to students, parents and community members in their native language.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The District Translator shall carry out the essential performance responsibilities listed below.

- Provide District written translation services from English to the Target Language for parents and students throughout The School Board of Broward County, FL.
- Translate annual District publications; registration forms, press releases and other school and/or district-related content to better serve the target population.
- Assist foreign students and parents to understand procedures of the School District and to complete required forms.
- Attend District meetings and events to provide parents and other individuals with information in their native/home language.
- Interact effectively with the general public, staff members, students, teachers, parents, and administrators, using tact and good judgment.
- Translate confidential information to be communicated at the request of District officials.
- On occasion, attend night meetings related to school activities and assist with interpretations as needed.
- Operate standard office equipment such as any generation of typewriter, calculator, CRT terminal, microcomputer, word processor, copier, etc.; as well as equipment developed or advanced from future technology as required by the job.
- Participate in training programs offered to increase individual skills and proficiency related to the assignment.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the Director, Bilingual/ESOL and/or the Director, Marketing & Communications or designee.
- Follow federal and state laws, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree from an accredited institution or sixty (60) hours of credit from an accredited college or university ~~is preferred~~.
- A minimum of four (4) years of successful bilingual work experience.
- Native or near-native fluency in the target language.
- Must possess knowledge of the English grammar rules and usage as well as in their own target language.
- Must possess demonstrated proficiency in written translation to and from English, Spanish, Haitian-Creole, Portuguese or other required language.
- Ability to use judgment to make minor decisions and to perform repetitive and routine duties.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Must have passing test scores: Computer Keyboard Skills: Speed-40; Accuracy-70.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution is preferred.
- A minimum of two (2) years of successful experience working in the field of translations with work experience within an educational, or related setting, is preferred.
- Knowledge of CAT tools.
- Knowledge of Adobe InDesign.

SUPERVISION:

The position does not have any supervisory responsibilities.

ACCOUNTABILITY PROCEDURES:

The Director, Bilingual/ESOL and/or the Director, Marketing & Communications or designee will assess the effectiveness of the Bilingual Clerk annually with respect to the performance of specific responsibilities.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Work with parents and students who are not proficient in the use of the English language in understanding the assessment, registration, and placement process and to correctly complete all required forms prior to entering Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.