

**BILINGUAL INTERPRETER TRANSLATOR**

(Early Start)

Grade 11

**Purpose Statement**

The job of Bilingual Interpreter Translator (Early Start) is done for the purpose/s of providing support to the instructional program with specific responsibilities for translating a variety of documents to and from target language; and interpreting for functions and meetings in support of the Early Start Program.

This job reports to Early Start Program Specialist

**Essential Functions**

- Assists with audiological testing for the purpose of supporting audiologist to obtain accurate information.
- Assists teachers and staff by translating and interpreting (e.g., in the family home, classroom, office setting, etc.) for the purpose of ensuring the educational goals of the Early Start Program are met.
- Attends meetings as assigned (e.g., staff meetings, workshops, in-services, parent-student meetings, etc.) for the purpose of sharing and conveying information necessary to the performance of the job.
- Communicates and is culturally sensitive to the diverse needs of the families for the purpose of ensuring that providers and staff are aware of family needs.
- Compiles resources from a variety of sources for the purpose of providing families the necessary information to meet child/family needs.
- Composes routine correspondence from brief instructions using language of recipients for the purpose of ensuring accurate and timely communication between the Early Start Program and other stakeholders, including families receiving Early Start services.
- Interprets verbal communication in a variety of ways (e.g., consecutive interpreting, simultaneous interpreting, liaison interpreting, etc.) for the purpose of ensuring effective communication among stakeholders in different situations and in a variety of settings.
- Maintains documents, files, and records for the purpose of providing an up-to-date reference trail while ensuring confidentiality.
- Performs routine clerical tasks for the purpose of ensuring the smooth operation of the program.
- Prepares a variety of documents, files, and reports for the purpose of communicating information to stakeholders.
- Provides modeling and coaching under service provider's supervision to Spanish speaking families for the purpose of ensuring parents understand service provider recommendations.
- Supports preschool transition workshop activities (e.g., assists in setting up room for workshop and assists with child care during the workshop, etc.) for the purpose of completing activities in a timely fashion.

- Translates accurately and concisely documents and other materials from English to the target language and the target language to English for the purpose of providing translation and interpretation for Early Start Program functions.
- Uses correct grammar when translating and interpreting for the purpose of modeling correct language use.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Early Education terms (legal, medical, educational); Early Education processes and programs; and protocols in confidential translation/interpretation.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; maintaining confidentiality; and driving to field trips and in-home meetings within a 30-mile radius; reads, writes and converses fluently.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

Bilingual Testing  
Job-Related Skills Proficiency Test

**Certificates and Licenses**

CPR/First Aid Certificate  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*