

One vacancy in the Victor Central School District
\$21.00 per hour

Appointment to this position will be Provisional pending qualification in the next Civil Service examination.

PARENT INFORMATION TRANSLATER (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves English/Spanish translation services, both written and oral, for the parents/guardians of school age children whose primary language is not English. The incumbent will translate school communications, press releases, public relations publications, legal documents, school records, Individual Education Plans, etc. into specific languages. The work is performed under the direct supervision of the department head or higher-level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. Incumbent must possess knowledge of the English and Spanish languages that would allow them to converse fluently and translate written documents with a high degree of accuracy, both in terms of grammar and content. Supervision is not a responsibility of this position. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides English to Spanish and Spanish to English translation services, in both, written and verbal forms of communication for parents/guardians at meetings, interviews, special events, during telephone calls, and other individual situations;
Translates from English to Spanish various school reports, public relations publications, legal documents, school records, various school policies, etc.
Provides verbal translation services for the registration process of newly enrolling families who are non-English speaking;
Provides written translations of all district notices sent home with students;
Reviews translated material for accuracy of meaning, grammar and syntax; Translates in crisis situations for non-English speaking parents/guardians;
Translates and co-presents presentations for administrators and school staff;
Serves as liaison to promote positive public relations in the community;
Provides advice on public and community relations as it pertains to specific cultures in the district;
Uses basic computer software programs and peripheral equipment to produce copies of documents from English to Spanish;
Maintains a current contact list of translators/interpreters for languages other than English.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of cultural nuances, regional variations or dialects, idiomatic expressions, and colloquialisms in English and Spanish languages; ability to read, write and converse fluently in both the Spanish and English languages; ability to translate written material (curriculum, school calendar, letters, legal documents, school board policies, etc.) into Spanish which is grammatically correct and accurate in terms of content; ability to read, speak and understand Spanish language well enough to pass a Level 2 language proficiency test; ability to establish and maintain good relationships with parents/guardians and school personnel; ability to communicate effectively both orally and in writing in English and Spanish; effective listening skills; organization; confidentiality, patience, sound judgment, tact, moral character, courtesy, dependability, initiative and resourcefulness

MINIMUM QUALIFICATIONS: EITHER

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in linguistics or Language Studies; OR

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MINIMUM QUALIFICATIONS: (Continued)

2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as a translator of English to Spanish or Spanish to English languages; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

APPROVED: JUNE 2, 2015

REVISED: OCTOBER 4, 2021

CIVIL SERVICE CLASSIFICATION: COMPETITIVE