

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: INTERPRETER AND TRANSLATOR

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: Educational Support Personnel (ESP) – Classification II - 200 days

JOB SUMMARY: This employee shall provide both translation (working with the written word) and interpretation (working with the spoken word) of languages other than English that may be spoken by our students and/or their parents.

QUALIFICATIONS/SKILLS:

1. Bachelor's degree preferred.
2. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, staff and the general public
3. Ability to perform administrative support functions requiring independent judgment, decision-making and problem solving
4. Skilled in the use of translation software to ensure consistency of translation within documents.
5. Ability to use the Internet and email as research tools throughout the translation process
6. Must be able to prioritize work to meet deadlines
7. Must be able to network, building positive relationships among constituencies.
8. Maintain a high level of ethical behavior and confidentiality when dealing with students, staff and parents.

DUTIES AND RESPONSIBILITIES:

1. Reading through original material and rewriting it in the target language, ensuring a well-expressed, grammatically correct final version in which the meaning of the source text is retained.
2. Research legal, technical and educational terms to find the correct translation and ensure they are accurate and remain consistent throughout translation revisions.
3. Proofread, edit, and revise translated materials.
4. Interpret or translate oral, written or sign language text into another language for other people.
5. Check original texts or talk with authors to make sure that the translations are correct and have the meaning and feeling of the original.
6. Must adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary.
7. Identify and resolve conflicts related to the meanings of words, practices, concepts or behaviors.
8. Must listen to each speaker's statements to determine the meanings and to prepare translations using electronic listening systems when necessary.
9. Prepare Connect Ed announcements in target languages.
10. Educate students, parents, staff, and teachers about the roles and functions of educational translators and interpreters.
11. Act as a friendly ambassador for the School District.
12. Other duties, as needed to support the operations of the Central Office.

EVALUATION: Superintendent of Schools, with input from the building administrators