

Translator (Spanish) Job Description



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| Job Title: Translator (Spanish) | FSLA: Exempt |
| Reports to: Chief of Communications | Pay Grade: ADMA2 |
| Dept./School: Communications Department/ Donaldson Administration Building | Calendar Days: 226 |
| Contract: Probationary/Term | Revised: 5.31.19 |

Primary Purpose

The Translator (Spanish) will work under the supervision of the Chief Communications Officer to provide written, oral and simultaneous translations/interpretations (English and Spanish) of district and campus communications.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or equivalent work experience

Special Knowledge/Skills:

- Strong organizational, communication and interpersonal skills
- Demonstrated skills in drafting, writing, editing, and producing documents submitted for translation from English to Spanish and vice versa
- Understanding of nuances, idioms, lexicons and colloquialisms, of both the Spanish and English language
- Ability to speak, read, and write fluently in English and Spanish
- Ability to conduct written translations that accurately relay the content, style and tone of the presenter
- Strong copy editing and proofreading skills in Spanish
- Ability to work and meet deadlines for multiple assignments simultaneously
- Ability to work as a team member
- Proficient in use of Microsoft Office (Word, PowerPoint, Excel) and well as Adobe Suite (preferred)
- Demonstrated proficiency on both Macintosh and PC platforms
- Demonstrated strong work ethic
- Sound judgment and decision-making skills
- Ability to communicate effectively with a variety of audiences

Experience:

- Minimum three to five years of work experience as a translator
- Experience with senior and/or executive level leaders in public school administration or related field
- Experience in school district communications
- Bilingual (English/Spanish)

Major Responsibilities and Duties

1. Responsible for translating principal and parent communications, parent informational materials, staff informational materials, publications, web content, social media content, media releases and alerts
2. Provide written and oral emergency translations (via the district's emergency notification system) for campuses and district departments, including parent letters, callouts and other urgent communications
3. Proofread other translations and provide feedback
4. Facilitate simultaneous interpretations at community meetings and district activities as needed
5. Develop and maintain a collection of standard words and phrases that are frequently used to ensure style and consistency
6. Work as a member of the Communications team to maintain the districts brand
7. Assist in maintaining content on Spanish website
8. Perform related duties as assigned by the Chief Communications Officer
9. Maintain regular and reliable attendance

Professional Growth and Development:

10. Improve translation skills through self-initiated professional development activities on a continuous basis
11. Maintains a thorough, working knowledge of specialized concepts in the field of translation and interpretation

Other:

12. Collaborate with other departments within the organization as needed
13. Coordinates special projects as assigned
14. Performs other duties as assigned

Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

Supervisory Responsibilities

None

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Work Environment

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions and maintain emotional control under stress

Ability to work in a fast-paced, high-intensity work environment efficiently and effectively

Frequent prolonged and irregular hours

Frequent district-wide travel

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.