

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**LANGUAGE TRANSLATOR/INTERPRETER SPECIALIST**  
**Communications and Government Relations Department**

Salary Schedule: MGMT 1A	Number of Work Days as Contracted – 12 Month Daily Work Hours: 7.5	FLSA Status - Exempt
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**JOB GOAL:** To strengthen partnerships with stakeholders and improve communication by providing a variety of services including, but not limited to: the translation/interpretation of school district documents; the delivery and facilitation of translator/interpreter services as needed throughout the District, in schools, at District events throughout the community, and at high-stakes meetings; and service as a liaison with stakeholder groups that are not native English speakers.

**REQUIRED QUALIFICATIONS:**

1. Bachelor’s degree or higher from an accredited institution. (Note: Foreign transcripts must arrive already evaluated by a licensed agency.)
2. Fully fluent in both English and desired language with demonstrated native-like reading and writing proficiency
3. Passing score on a bilingual written and oral screening

**DESIRED QUALIFICATIONS:**

1. Master’s ~~D~~ degree or higher from an accredited institution. (Note: Foreign transcripts must arrive already evaluated by a licensed agency.)
2. Two years work experience in a related field
3. Documentation of specialized training in translating and interpreting from a recognized professional organization for translators

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology in daily work
5. Demonstrate accurate and standard English and desired second language including but not limited to spelling, grammar, word choice, and discourse
6. Ability to translate and interpret a variety of educational, technical and legal jargon both written and verbal within the broader context of the culture producing them

**REPORTS TO:** Director of Communication and Government Relations

**SUPERVISES:** Not Applicable

**PERFORMANCE RESPONSIBILITIES:**

**Technical/Professional Knowledge**

1. Use a variety of written and linguistic styles when communicating
2. Use computers to process data, create and maintain documents, databases and other multimedia products

**Communication**

1. Translate written documents from English to desired language and from desired language to English
2. Directly communicate through translation with parents and children in conveying educational and school related information to ensure full comprehension of all exchanges
3. Communicate effectively orally and in writing
4. Use effective communication strategies to interact with a variety of audiences
5. Effectively communicate under potentially stressful situations
6. Collaborate with other departments and divisions
7. Respond to inquiries and concerns in a timely manner

**Proactive Orientation**

1. Demonstrate initiative in fulfilling performance responsibilities
2. Anticipate potential problems and design processes and procedures to address them

**Critical Thinking**

1. Determine the need for the development of translated documents
2. Evaluate desired language documents and records to determine their correlation with U.S., Florida, and Pasco County materials or standards
3. Use technology effectively

**Continuous Improvement**

1. Participate in district in-services or continuing education opportunities pertinent to the position
2. Remain well informed about trends related to the position
3. Set high standards and expectations for self and others
4. Provide training and updates in effective communications skills for employees

**Facilitation**

1. Serve as a liaison between families, students, community groups and school personnel
2. Attend meetings and related community events that may be outside of the regular working hours
3. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment
4. Facilitate problem solving by individuals and groups

**Constancy of Purpose**

1. Exhibit support for the district's vision, mission, goals and priorities
2. Represent the district at meetings, on committees, and through printed materials
3. Serve on committees, councils, and/or task forces

**Managerial**

1. Maintain accurate and complete records of all translated documents
2. Establish and maintain documents that have been translated into other languages
3. Coordinate district-wide interpreting and translation services for other languages

**Decisiveness**

1. Make and share decisions in a timely manner
2. Respond quickly to situations that require immediate attention
3. Prioritize projects and work appropriately