



Leadership • Collaboration • Support

JOB TITLE: Educational Translator/Interpreter - Level I

CSEA Salary Schedule, Range 18

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

The Educational Translator/Interpreter shall assist the instructional staff by facilitating both written and oral communications with non-English speaking students and families.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent.
- An Associates degree or 48 units from an institution of higher education. Otherwise, a passing grade on all sections of the assessment test given by SCOE and a minimum of two (2) college units or CEUs in related field.
- Requires proficiency in written and spoken English, written and spoken Spanish, or other foreign languages.
- Ability to pass the SCOE English and Spanish (or other non-English) tests.
- Ability to understand and follow both oral and written instructions.
- Ability to work with students in specialized and regular settings, using patience and understanding.
- Ability to handle confidential materials with discretion.
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public.
- Experience toileting and feeding special education students preferred.
- Minimum six (6) months experience working with children.
- Must have CPR and first aid certification, or ability to obtain.
- Possession of a valid California driver's license preferred.

This work consists of routine-to-moderate, complex technical and responsible paraprofessional duties at the journey person level within a classification series.

EXAMPLES OF DUTIES

- Interprets orally in a classroom setting, including phone calls, notes, and parent contact.
- Performs written translation of simple communications.
- Assists by interpreting the meaning of words and phrases for parents and staff.
- Assists staff in phoning Spanish or other non-English speaking parents/guardians regarding curriculum, homework, matters related to meetings, and/or disciplinary concerns.
- Assists in administration of tests.
- Assists certificated teacher in operating a classroom and instructing individual or small groups of students.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Assists individual students in specific problem areas as necessary.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Performs class-related clerical work.
- Assists students in use of computers.
- Assists students in learning proper grooming habits and personal hygiene.
- Assists in maintaining a clean and orderly classroom.
- May receive and record money for lunch or classroom activities.
- May attend meetings such as IEP, SARB, parent-teacher, etc.
- May be required to drive, based on needs of program to which assigned.
- May assist students in utilizing public transportation.
- Orders, repairs, inventories, and secures materials and equipment.

- Assists with feedings students, serving and preparing lunches, and post-meal cleanup.
- Assists students with toilet functions (taking them to the bathroom, changing diapers, assisting students with cleanup, and changing clothes when necessary).
- Performs whatever duties are necessary to assure the health and safety of the students.
- Collects, reviews, grades, records, and files students' work.
- Assists students to and from buses, lifting students, and/or pushing wheelchairs when necessary.
- Assists students in physical education and motor-skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Provides assistance to students in the use of total communication, which may include Braille, sign language, or other non-verbal forms of communication.
- May work independently with a group of students.
- May supervise students on community-based or regular education-based programs.
- Assists in helping students regarding academics, coping with disabilities, encouraging independence, etc.
- Assists students and staff with the utilization of specialized equipment as appropriate.
- May prepare instructional materials by cutting, pasting, designing, typing, duplicating materials, setting-up materials and equipment, ordering supplies, etc.
- Supervises students in learning basic vocational skills such as cleaning, grounds-keeping, landscaping, food preparation, facility preparation, etc.
- Assists students in learning related skills necessary for successful performance of aforementioned vocational areas such as consumer math, hygiene, safety procedures, communication skills, independence, equipment use, and interpersonal skills.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (4)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (1)

At a minimum, this position requires hearing acuity up to 25 feet from individuals, vision clarity up to 40 feet, and the ability to verbally communicate in an articulate, understandable manner.