

Position: Hourly Interpreter/Translator	Hourly Rate: \$27 per hour or 5% differential in current hourly rate, whichever is higher.
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### **Summary**

Provide spoken language interpreting between teachers, parents, students, and other members of the school community. Translate school-site/district documents.

### **Distinguishing Characteristics**

Hourly Interpreters and Translator are proficient in at least two languages and have successfully completed formal interpreter training.

### **Essential Duties and Responsibilities**

- Interpret between DJUSD staff, families, and students in a variety of environments.
- Adhere to the interpreter's code of ethics, including confidentiality, competency, accuracy, and impartiality.
- Prepare for assignments by reviewing documents and researching terminology for educational terms.
- Provide translation of school-site/district documents, using the district's repository of translated documents as a tool to promote efficiency and consistency across the district's multilingual documents.
- Communicate with students, staff, parents, and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.

### **Qualifications**

#### **▪ Knowledge and Skills**

- The position requires knowledge of English and at least one other spoken language, which will be assessed through a valid linguistic proficiency assessment. For example, an adequate score for this position would be an Advanced-Mid score or above using the [ACTFL Proficiency Guidelines](#).
- The position requires a broad knowledge of education-related vocabulary in both languages.
- This position requires a thorough knowledge of the interpreter role and interpreting ethics and standard techniques and protocols.
- Hourly Interpreters should be familiar with linguistically marginalized communities and be knowledgeable about language justice best practices.

#### **▪ Abilities**

- Excellent proficiency in English and at least one other spoken language.
- Ability to interpret bi-directionally with a high degree of accuracy in the three modes of interpreting: consecutive, simultaneous, and sight translation.
- Excellent written skills in English and at least one other language.
- Ability to provide high quality written translation.
- Rapid mental processing and strong memory retention.
- Excellent listening skills.

- High attention to detail.
- Listening-talking simultaneity skills (split-focus), required for simultaneous interpreting.
- Excellent organizational skills.
- To demonstrate interpersonal and professional skills with the ability to interact effectively with peers, supervisors, children, and parents, utilizing tact, patience, and courtesy.
- To work effectively and supportively as a member of an interpreting team.
- To set personal goals for ongoing proficiency development.
- To feel comfortable in highly visible roles, yet maintaining an unimposing presence.
- To learn and incorporate new terminology quickly.
- To utilize good knowledge and good judgment on issues of ethics, culture, and professionalism.
- To adapt quickly to unfamiliar work sites or challenging environments.
- To remain focused despite multiple distractions (noise, conversations, etc.).

▪ **Physical Abilities**

- Requires audio and vocal abilities related to listening to speech and relaying it orally and/or in writing into another language.

▪ **Education and Experience**

Successful completion of a minimum of 40 hours of formal interpreter training.

▪ **Licenses and Certificates**

A valid California driver's license and/or first aid training may be required.