

Lancaster School District
Department of Human Resources Services
44711 North Cedar Avenue
Lancaster, CA 93534
661-948-4661



VACANCY FOR THE 2024 – 2025 SCHOOL YEAR

Position: **DISTRICT INTERPRETER/TRANSLATOR-SPANISH**

Opening Date: **MONDAY, MARCH 31, 2025**

Closing Date: **UNTIL FILLED**

Note to Applicants: Your application must be filled out completely and will only be accepted if it clearly indicates that the minimum requirements for the posting are met. Applications for employment are accepted online via [EDJOIN.ORG](https://edjoin.org). **It is your responsibility to review your application after submitting and ensure all the requirements were attached to the application before the closing date. You can do that by going back to view your application on EDJOIN. Incomplete applications will not be considered.**

Benefits: New hires may be eligible for benefits after passing a 60-day work period.

Salary: \$23.64/hr. - \$28.75/hr. (All employees start on Step 1 unless verification of similar previous experience in a school district.)

Minimum Requirements: **High School Diploma or equivalent AND:**

- **Supplemented by training and college level coursework in **Spanish (and/or American Sign Language ASL)**, interpretation, and translation**
- **Two (2) year of paid experience performing interpretation and translation functions.**
- **Certificate of Translation Skills from an accredited institution or program is required.**
- **Possess a valid California driver's license and be insurable.**
- **Two (2) recent letters of reference/recommendation, must attach.**
- **To be considered all requirements must be attached when submitting application.**

Example of Duties: Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here: Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions; Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information; Coordinates with the supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department program, and district goals; Drives a vehicle to conduct work for the purpose of providing interpretation and translation services; Performs general clerical functions (e.g. answers telephones schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely manner; prepares a variety of manual and electronic documents, files and records (e.g. special education ,meetings, parent/teacher conferences, site and district meetings, hearings, recorded messages, special events, etc.) to and from a designated second language for the purpose of removing language barriers and ensuring an understanding of educational procedures, issues, and concerns; Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues. Reviews and verifies translations for the purpose of ensuring accuracy, context, readability, grammar, and word usage; Translates a variety of written materials and forms (e.g., individual education plans, instructional materials, bulletins, correspondence, reports, handbooks, newsletters, student records, etc.) to and from a designated second language for the purpose of providing an accurate and concise translation of materials for site and District-level communication; Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions; Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, providing support for assigned services, and providing information; Coordinates with the supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals; Drives a vehicle to conduct work for the purpose of providing interpretation and translation services; Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner; Prepares a variety of manual and electronic documents, files, and records (e.g., correspondence, translated materials, procedures, standard district terminology, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established administrative requirements; Provides interpretation services in Spanish/English (and/or ASL) for a variety of meetings, workshops, and communication (e.g., special education meetings, parent/teacher conferences, site and district meetings, hearings, recorded messages, special events, etc.) to and from Spanish/English (and/or ASL) for the purpose of removing language barriers and ensuring an understanding of educational procedures, issues, and concerns; Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues; Reviews and verifies translations for the purpose of ensuring accuracy, context, readability, grammar, and word usage; Translates a variety of written materials and forms in Spanish/English (e.g.,

individual education plans, instructional materials, bulletins, correspondence, reports, handbooks, newsletters, student records, etc.) to and from Spanish/English (and/or ASL) for the purpose of providing an accurate and concise translation of materials for site and District-level communication. Other Functions; Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit; Utilizes a variety of communication and translation equipment and software to assist with providing accurate and accessible communication in Spanish/English (and/or ASL). **Minimum Knowledge, Skill and Ability:** Knowledge is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or present information to others; solve practical problems; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone and email etiquette; extensive vocabulary and correct usage, grammar, spelling, syntax, and punctuation in English and Spanish/English (and/or ASL); cultural differences of student population; interpersonal skills using tact, patience, and courtesy; job-related codes/laws/rules/regulations/policies; keyboarding; methods, principles, and practices of interpretation and translation; modern office practices and procedures; office equipment and technology; recordkeeping and record retention practices; regional differences in word usage and idioms in English and Spanish (and/or ASL); safety practices and procedures; simultaneous and consecutive interpretation techniques; e Special Education terminology, documents, and procedures; terminology used in legal and medical documents and district communication. Skills are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying job-related codes, regulations and laws; fluency in English and Spanish (and/or ASL) operating standard office equipment including using pertinent software applications and office technology; preparing and maintaining accurate records; providing simultaneous and consecutive interpretation in Spanish and English using interpretation and translation software and equipment; using Microsoft Office software applications and Google based platforms. Abilities are required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: accuracy and attention to detail; adapting to changing priorities; analyzing issues and determining an appropriate course of action; communicating effectively in English and in Spanish (and/or ASL); communicating with diverse groups and individuals; displaying tact and courtesy; establishing and maintaining effective working relationships with others; interacting with the public; maintaining confidentiality; meeting deadlines and schedules; operating motor vehicles; planning and organizing work; preparing accurate records; reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures; speaking in public before small and large groups; train and provide translation guidance to others regarding pupil records. (Complete job description available in Human Resources.)

Examination: **Applicants must successfully complete each part of the process in order to be considered further.**

WRITTEN EXAM: DATE AND TIME TO BE DETERMINED (PLEASE CHECK YOUR EMAIL FOR INVITATION TO TEST). PERFORMANCE TEST: DATE TO BE DETERMINED

General Information: **Physical Requirements and Working Conditions**

- Require vision (which may be corrected) to read small print.
- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing, and/or pulling, which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Tuberculosis or Chest X-Ray

Before being employed and beginning work for this District, you will be required to file evidence of having had tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past year (or have submitted to a tuberculosis risk assessment within the past 60 days). Medically verified positive skin test results require a chest x-ray.

Other Requirements

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. Pursuant to Public Law 99-603 (US Immigration and Naturalization Service), all employees hired after November 6, 1986, must provide proof of work eligibility. Please be prepared to provide appropriate documentation, which establishes your right to work in this country.

"AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER"