

## **Translator/Secretary Job Description**

**Purpose:** The translator/secretary provides translation/interpretation services for the School District and for Spanish-speaking students and their parents/guardians as needed while also providing office and clerical support to assist in the efficient operation of the school district.

**Responsible to:** Department or Building Administrator

**Payment Rate:** Negotiable

### **Education and/or Experience Requirements:**

1. High school diploma or equivalent required; college coursework preferred
2. Strong oral and written communication skills in Spanish and English languages; native Spanish speaker preferred.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Two years' experience as a secretary.
5. Demonstrated typing and filing skills.
6. Experience in using various computers and computer programs.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Dispatches translation/interpretation services for the district.
2. Translates written materials from English to Spanish as requested.
3. Provides verbal translation to assist in the communication between School District personnel and Spanish speaking students and/or their parents/guardians
4. Interprets for after school and evening meetings as needed.
5. Creates and maintains a bilingual database of frequently used School District forms.
6. Provide office and clerical support to assist with the efficient operation of the school district.
7. Ensure all activities conform to District guidelines.
8. Communicate and work effectively and cooperatively with members of the school district and community.
9. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
10. Operate all equipment appropriately as required.
11. Work to implement the vision and mission of the District.

### **Physical Requirement/Environmental Conditions:**

1. Must occasionally work in crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities
3. Requires occasional stooping, bending, kneeling, reaching, and turning.
4. Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.

## **General Responsibilities:**

1. Screen visitors and telephone calls, directing them to the appropriate person/department.
2. Screen and route incoming and outgoing mail.
3. Create and copy correspondence, reports, bulletins, records, and other materials.
4. Send messages via auto dialer regarding school events and notifications.
5. Obtain, gather, and organize pertinent data as needed including birth certificates, inoculation, and physical records, and verify student birth dates.
6. Maintain an organized and regularly updated student information system, including all student records.
7. Maintain accurate attendance records and monitor student daily attendance and notify the Elementary Head Secretary, District Truancy Officer, and the Secretary to the Assistant Superintendent of Student Services and school/district administrators regarding student attendance concerns.
8. Assist with enrollment of new students including the timely notification of Food Service and Transportation and other appropriate district/ school staff.
9. Collect, report, and deposit money into activity account.
10. Assist with preparing September 20th building report.
11. Order, receive, and distribute supplies.
12. Supervise assistants and assist in training new employees.
13. Place orders for materials according to the current budget, verify quantities delivered, and distribute to staff.
14. Keep current on new software, reports, and other job-related activities/functions.
15. Keep student and personnel information and records confidential.
16. Always observe and follow all school district policies.
17. Respond to information requests in a cooperative, courteous, and timely manner.
18. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Ability to perform other duties and assume other responsibilities as assigned by the Head Secretary or Principal.
20. Communicate clearly and concisely in English and Spanish, both oral and written.
21. Read and interpret documents in English and Spanish.
22. Communicate effectively in one-on-one and small group situations to parents, students, and other employees of the district.
23. Solve practical problems and deal with a variety of concrete variables.
24. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
25. Work in a friendly manner and to develop working relationships with all students, staff, and the school community.

**Term of Employment:** 1 year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.