

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	<b>GF TRANSLATOR INTERPRETER</b>			PAY GRADE:	<b>PRF 2</b>
JOB CODE:		FLSA STATUS:	<b>EXEMPT</b>	DATE REVISED:	<b>11/19/2024 HC</b>
DUTY DAYS:	<b>226</b>	LEGACY JOB CODE:			
FUNDING SOURCE:	<b>THIS POSITION IS PARTIALLY OR FULLY FUNDED. EMPLOYMENT IS CONTINGENT UPON AVAILABILITY OF FUNDS.</b>				

**AUSTIN ISD EQUITY STATEMENT:**

*Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The board adapted definition of equity from the National Equity Project will guide our transformational work.*

*Educational equity means that each child receives what they need to develop to their full academic and social potential. Working towards educational equity involves:*

- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- ~~Interrupting~~ *Disrupting inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*  
*<https://nationalequityproject.org/>*

-Austin ISD Board President, February 2019

**MINIMUM QUALIFICATIONS:**

A bachelor’s degree from an accredited university or college is required. Proficiency in Spanish and English and three (3) years of documented professional translation and interpretation experience is preferred. Recent experience working as a full-time translator for a school district, agency, company, or as an independent contractor is required. Must possess copy-editing skills, attention to detail and cultural awareness. Strong communication and collaboration skills needed. Must have knowledge of specialized programs such as 504, Dyslexia, Special Education, Bilingual/ESL, and other academic topics. Interpretation services are provided at regularly scheduled meetings and public hearings of the Board of Trustees. Many of these events occur in the evening and on weekends. Incumbent must have reliable transportation and be available to work 2-3 evenings during the week and weekends as needed.

**SKILL REQUIREMENTS:**

This position requires excellent command of both the Spanish and English languages with exceptional grammar skills. Incumbent must have experience interpreting simultaneously to large audiences using microphones and headsets. Experience using CAT tools (SDL Trados) is preferred. The ability to manage several projects with tight deadlines with minimum supervision and to work independently is a must. Incumbent must be proficient in Microsoft Office Tools, Google Suite (Drive, Docs, Sheets, Slides).

**JOB PURPOSE AND RESPONSIBILITY:**

This position is responsible for translating a wide variety of Districtwide written communications in English and Spanish, review and edit work for accuracy and completeness. Incumbent will proofread, edit, and perform other quality assurance checks to deliver accurate translations. Incumbent will provide English to Spanish/Spanish to English simultaneous and

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consecutive interpretation services, in person, through video or over the phone. This position will facilitate communication between District staff and Spanish-speaking students, families, and community members. Incumbent will assist in scheduling, managing, and distributing incoming requests, reports, and databases to ensure timely delivery of assignments. Must attend regularly scheduled meetings and Districtwide events. Must maintain extreme degree of confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA) for student information and by following the Health Insurance Portability and Accountability Act of 1997 (HIPPA) for employee and student information.

### **ESSENTIAL FUNCTIONS:**

- Provide support to expand and implement an effective model for translation and interpretation services at all schools and Districtwide events.
- Implement professional skills of the art and science of simultaneous and/or consecutive interpretation services from English to Spanish/Spanish to English during meetings, public forums, special events, hearings, telephone communications and visitors' meetings, as needed.
- Maintain extreme degree of confidentiality.
- Provide translation of documents, publications, and videos developed by school and central office administrators.
- Translate content on the District's website into Spanish.
- Manage databases and presentation software in order to perform responsible clerical duties including scheduling, reports, record keeping, maintaining databases, and filing in an effective and timely manner. Proficiency in (SDL Trados) translation is preferred.
- Provide translation and interpretation support for Districtwide initiatives that engage families on a wide range of topics.
- Provide regular support to District leadership, including the superintendent's office and board of trustees.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

### **OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

This position involves working in a normal office setting with no unusual physical demands or exposure to hazardous situations. However, incumbent must be able to carry interpretation equipment cases to meetings. Regular attendance is required for this position.

### **PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the appropriate supervisor of the department.

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*The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.*

**I have read & acknowledge the job description above.**

<b>Employee Signature:</b>		<b>Date:</b>	
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