



NEW: 07/01/2024  
Submitted: 03/26/2024

JOB TITLE:	COMMUNICATIONS AND INFORMATION TRANSLATOR (SPANISH)
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility, with a minimum of supervision and guidance, for providing translations of district-wide documents, including press releases, school messages, website content, social media content, and more; works with the Communications and Marketing department to develop bilingual marketing and communication materials; provides language support to staff members who interact with stakeholders; develops video content for Spanish-speaking students, families, and stakeholders; facilitates and increases partnerships with Spanish-language media outlets.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Translate a variety of documents, including newsletters, press releases, website content, and official communications from English to Spanish and vice versa
- Interpret spoken communication during meetings, interviews, and public events for Spanish-speaking participants
- Collaborate with content creators to ensure accurate translation of educational materials, policies, and announcements
- Assist in the development of bilingual marketing materials, such as brochures, flyers, and social media posts, to promote district initiatives and events
- Conduct proofreading and editing of translated materials to maintain quality and adherence to linguistic standards
- Provide language support to staff members who interact with Spanish-speaking stakeholders
- Work with communications team to develop videos for Spanish-speaking students, families, and stakeholders
- Assist Administrative Secretary with responding to inquiries from Spanish-speaking stakeholders
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations.

#### MINIMUM QUALIFICATIONS

- Fluency in Spanish and English, with exceptional written and verbal communication skills in both languages.
- High School Diploma or G.E.D
- Strong attention to detail and ability to maintain accuracy while working under tight deadlines
- Excellent interpersonal skills.

#### DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation

Experience in a diverse workplace