

DIRECTOR OF TRANSLATIONS

DEFINITION

Directs and coordinates the operation and activities of the Translation Unit including directing staff responsible for interpreting translating, and graphic design services; coordinating and scheduling the assignment of interpreters and translators; and developing and maintaining ethnic media contacts.

TYPICAL DUTIES

- Administers and coordinates the operation of the District Translation Unit by establishing objectives, goals, internal policies and procedures.
- Directs staff responsible for providing interpreting services at Board of Education meetings, parent and community meetings.
- Provides assistance for District staff, teachers, administrators, offices, visitors, dignitaries, etc. regarding translation and interpreting matters, including special education Individual Education Plans (IEP).
- Directs staff responsible for providing translation services, which includes translation, proofreading, and formatting of educational materials, publications, and brochures from English into the various languages and dialects spoken in the District and vice versa.
- Meets with District officials, staff, and other District employees to evaluate and discuss their specific needs for translation and/or interpreting services, and makes necessary recommendations.
- Supervises and participates in the analysis of organization, staffing, budget requirements, space, equipment and other matters related to the administration of the Translation Unit.
- Develops and directs training for Translation Unit staff.
- Administers the budget of the Translation Unit.
- Evaluates and selects computer equipment and software for word processing, graphic design, and data base management, networking, Internet and Intranet, District Communications and the Integrated Financial System (IFS).
- Translates documents or interprets at meetings, as needed.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Translations directs and supervises the operation of the Translation Unit by developing and coordinating activities and establishing goals for the unit, scheduling requests for oral interpretations and written translation projects, and developing and maintaining ethnic media contacts.

The Director of Communications and Media Relations represents the District in the area of public information and communications, and directs the administration of the Office of Communications and television station KLCS.

The Translations Unit Supervisor selects, evaluates, and assigns Translator-Interpreters involved with translating Individualized Educational Programs, and travels to District sites to evaluate Translator-Interpreters and to get feedback on their performance from interested parties.

SUPERVISION

The Director of Translations receives general direction from the Director of Communications and Media Relations. General supervision is exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Grammar, spelling, punctuation, syntax, and usage of English and one other language
Principles of supervision and management
Effective uses of computers for word processing, file maintenance, and translation
Practices and ethics of interpretation/translation industry

Ability to:

Plan, organize, and schedule translation activities
Review and edit translations and press releases
Supervise and train effectively
Interact with others diplomatically and with sensitivity towards cultural differences
Develop and maintain effective relationships with staff, media representatives, and the public
Select, implement, and evaluate computer software and programs
Determine priorities and delegate projects
Evaluate the effectiveness of interpreters and translators
Speak and comprehend English and one other language with ease
Translate English to another language and vice versa
Work under pressure of deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in communications, business or public administration, public relations, a foreign language, or a related field. Supervisory experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of professional experience in oral and written translating, interpreting, and composing or editing written materials in English and at least one other language for dissemination or publication. Two years of supervisory experience is desirable.

SPECIAL NOTE

Exempt from FLSA.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.