

## DIRECTOR OF TRANSLATIONS

### DEFINITION

Directs and coordinates the operation and activities of the Translation Unit including directing staff responsible for interpreting, translating, and coordinating use of technology to provide hybrid translation; coordinating and scheduling the assignment of interpreters and translators; and maintaining the District's strategy for translation services.

### TYPICAL DUTIES

- Administers and coordinates the operation of the District Translation Unit by performing asset and needs assessments and establishing objectives, goals, internal policies, and procedures that align with the District's strategic plan.
- 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.
- Directs staff responsible for providing translation services, which includes translation, proofreading, and formatting of educational materials, publications, and brochures from English into various languages, 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 for in-person, virtual, and hybrid translation services.
- 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 and prepares reports.
- Monitors and maintains translation requests in the Translation Unit's database.
- 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 maintaining the District's translation services strategy.

The Senior Director of Engagement and Partnerships leads the development and implementation of engagement strategies to align District parent and community services with civic engagement partnerships and resources in support of student achievement.

A Translator-Interpreter prepares written translations of technical, educational, and general material for use by District personnel, parents, and the public and provides simultaneous interpretations at District meetings using headphones and microphones. A Senior Translator-Interpreter (Spanish) performs the same duties as a Translator-Interpreter (Spanish) and, in addition, trains, orients and edits the work of lower-level personnel.

## SUPERVISION

The Director of Translations receives general direction from the Senior Director of Engagement and Partnerships. 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
- Translation modes and technology available to sustain hybrid engagement
- Online platforms used to manage and process translation requests

### 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 and the public
- 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
- Operate a computer and related software application programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in communications, business or public administration, public relations, a foreign language, or a related field.

### 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 which includes coordinating translation requests or services for an organization or unit is preferable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
02-15-24  
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