

Bilingual Translator / Interpreter

Position Details

Class Code: 4248

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, serves as a translator/interpreter, providing accurate verbal and written translations of Clark County School District (CCSD) documents, forms, and correspondence in other language(s).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Translates/interprets information, documents, forms, correspondence, and other materials between languages; reads materials and rewrites in specified language(s), following established work meaning, sentence structure, grammar, punctuation, and mechanics rules.
2. Acts as liaison between administrative/educational staff, resource personnel, and students regarding translation of English documents into other language(s).
3. Contacts and collaborates with appropriate personnel to clarify information, as requested.
4. Provides feedback regarding cultural or linguistic issues.
5. Uses computers and applications (inquiry, word processing, data input, etc.); types, prepares, proofreads, and composes documents (correspondence, memoranda, reports, tables, orders, forms, etc.), as directed.
6. Maintains/updates databases to compile, store, and retrieve information on CCSD documents.

7. Provides verbal translation/interpretation at CCSD sites, as needed.
 8. Operates office equipment (computer, printer, copier, scanners, fax machine, microfilm/microfiche machine, telephones, etc.).
 9. May provide verbal translations/interpretations for Individual Educational Programs (IEPs), Multidisciplinary Teams (MDTs), psychological, health, and speech evaluations, and special education accommodations.
 10. May provide verbal translation/interpretation assistance to special education personnel at assigned schools.
 11. May monitor students during assigned period in school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning environment, which may include physical interventions (jogging/running after student(s) to prevent them from harming themselves or others.)
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves interpreting and translating verbal/written materials and information between languages for CCSD distribution and special education student/parent information.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computers and software applications (Microsoft Word, Excel, Access, Desktop Publisher, etc.).
2. Knowledge and familiarity with specified language(s)/culture(s), including customs, values, beliefs, and behaviors.
3. Knowledge of special education laws and terminology may be required.
4. Knowledge of IEP process and applicable laws may be required.
5. Demonstrated proficiency in reading, writing, speaking, and comprehension of English and specified translation language(s).
6. Ability to maintain confidentiality of information.
7. Ability to abide by CCSD translator/interpreter standards for meetings and conferences.
8. Ability to interpret and explain written/verbal instructions, practices, and procedures.
9. Ability to interpret and apply general CCSD policies/regulations.

10. Ability to communicate clearly and concisely, both verbally and in writing.
 11. Ability to use computer keyboard.
 12. Ability to meet predetermined deadlines.
 13. Ability to research/compile data for reports.
 14. Ability to prepare files and maintain records.
 15. Ability to recognize and understand limits of authority.
 16. Ability to perform mathematical calculations.
 17. Ability to plan, organize, and prioritize work.
 18. Ability to work flexible hours/shifts.
 19. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 20. Ability to recognize/report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Employees selected for this position in a Title I School, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered “Highly Qualified” as defined by the federal No Child Left Behind Act. This includes a minimum of 48 college credit hours or a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Language Proficiency Test – selected candidates will demonstrate conversational proficiency in English and another language, as measured by a CCSD-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified

Selection Pool (QSP) placement and at the time of interview prior to final selection.

3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Demonstrated experience working with school staff, parents/guardians, and the public.
 2. Demonstrated experience in interpreting and translating English and specified translation language(s).
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Copy of passing score on the ETS ParaPro assessment, if applicable.
 7. Verification of successful completion of CCSD-approved third-party administered Language Proficiency Test.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities- schools, health offices, department offices, other designated school areas, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers and peripheral equipment, software applications, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 12/22/23
- Created: 07/01/88