

JOB DESCRIPTION

Job Title: Interpreter/Translator, Special Services (9986)

Job Summary:

Under general supervision and direction of assigned administrator and/or designee, provide accurate and culturally responsive translation and interpretation services to support effective communication between staff, students, families, and community members in the Special Education Local Plan Area (SELPA). This position ensures that written documents, verbal communications, and educational materials are accessible to Spanish-speaking individuals and supports compliance with state and federal regulations for special education.

Essential Duties:

- Translate written materials from English to Spanish and Spanish to English, including but not limited to Individualized Education Program (IEP) forms and reports, assessment reports, parent notifications, policy documents, and procedural manuals.
- Provide in-person and virtual interpretation using both simultaneous and consecutive techniques, ensuring accuracy and clarity in communication during IEP meetings, parent conferences, AcCEL graduations, and other SELPA-related meetings and events.
- Maintain confidentiality of all student and family information in accordance with FERPA and other applicable laws.
- Work collaboratively with special education staff, administrators, and service providers to facilitate effective communication.
- Maintain required records of translation and interpretation assignments in accordance with SELPA procedures.
- Type, take, and/or transcribe dictation, ensuring accuracy and clarity of documents and communications.
- Prepare reports, schedules, correspondence, flyers, bulletins, calendars, brochures, and county office forms.
- Operate and maintain interpretation equipment such as headphones, microphones, transmitters, and receivers.
- Model respectful communication and interactions that honor and include all individuals, embracing their languages, abilities, religions, and cultures.
- Travel to various locations within Tulare County to provide support as needed, using a personal vehicle.
- Participate in professional development to strengthen interpretation, translation, and cultural proficiency skills.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- demonstrate native or near-native proficiency in both Spanish and English (reading, writing, speaking)
- apply simultaneous and consecutive interpretation techniques;
- utilize specialized terminology (educational, technical, medical, legal, fiscal, scientific) in English and Spanish;
- take and/or transcribe dictation with speed and accuracy;
- operate office equipment and use software applications including Microsoft Word, Excel, PowerPoint, and Adobe Acrobat;
- establish and maintain cooperative working relationships with others;
- meet schedules and timelines and adapt to periodic heavy workloads;
- maintain confidentiality of sensitive information;
- type at a net speed of 35 net words per minute.

Knowledge of:

- cultural nuances of Spanish and principles of bilingual communication;
- special education laws, regulations, processes, documents, and terminology;
- modern office methods, practices, and procedures;
- computer software programs and electronic mail systems;
- proper English and Spanish usage, spelling, grammar, and punctuation;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- communicate effectively, both orally and in writing, with individuals from diverse backgrounds;

- demonstrate attention to detail and accuracy in all work products;
- work collaboratively and maintain positive professional relationship;
- use technology and software to prepare, edit, and manage documents;
- model cultural proficiency and respect for all individuals and communities;
- maintain confidentiality of sensitive information and program records.

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising others. Utilization of resources from other work units is required to perform the job's functions. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Education Required:

- High School diploma or equivalent.

Experience Required:

- Two (2) years of professional experience in English/Spanish translation and interpretation.
- Experience in a special education and/or school setting is preferred.

Other Requirements:

- Department of Justice and FBI Fingerprint clearance upon hire.
- Typing certificate dated within the past two years indicating a typing speed of 35 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Must be able to use own vehicle to travel throughout the County, as needed.

FLSA Status: Non-Exempt

September 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.