

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6115
Pay Grade: D10

FLSA: Non-Exempt

BILINGUAL TRANSLATOR
REPORTS TO: Director, Multilingual Services
SUPERVISES: Not applicable
QUALIFICATIONS: High School Diploma or possession of a GED and completion of at least sixty (60) college credits or an equivalent combination of education and experience. Demonstrated proficiency in speaking, reading, and writing in English and a designated second language. Ability to work collaboratively and harmoniously with colleagues.
MAJOR FUNCTION
Translates instructional materials from English into a designated second language for use by teachers, assistants, and staff in classroom settings. Translates official district communications into a designated language to improve engagement with English Learner (EL) families and ensure meaningful access to important information. Work is performed within the Multilingual Services department and is reviewed by the Director, Multilingual Services, throughout the process and upon completion.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Provides accurate and grammatically sound translations. • Proofreads and edits translated material to ensure accuracy. • Ensures the quality, accuracy, and intended meaning of all second-language translations, with a focus on content fidelity. • Collaborates with teachers, bilingual, assistants, and school staff to interpret and explain materials and information for them and local school administrators. • Accurately translates all forms, policies and written notices sent home into the second language, as required by law. • Collaborates effectively with multilingual and school staff to support the successful development of the program. • Demonstrates proficiency in both oral and written communication in English and the designated second language. • Conducts translation and interpretation workshops for other Multilingual Services department staff. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 11/81 DAM; BOARD APPROVED: 10/14/81; FORMAT REVISED: 3/88; REVISED (MF&D&R): 9/98 PBL, REVISED WC: 4/04 LM; REVISED FORMAT: 05/29/24 CS; REVISED: RT, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25

BILINGUAL TRANSLATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Bilingual Translator - PESPA