

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6115
Pay Grade: D10

FLSA: Non-Exempt

BILINGUAL TRANSLATOR

MAJOR FUNCTION:

Translates from English to second language the material adopted by school system for use in the schools. The resultant material is used by teachers, Bilingual Assistants, and staff in the classroom and not for student consumption. Work is performed in the ESOL office and is reviewed by the ESOL Specialist in progress and upon completion.

DUTIES AND RESPONSIBILITIES:

- Provides an adequate translation to grammatically sound second language those English language materials chosen by the local school agency for use in schools.
- Proofreads and corrects all of the resultant material for accuracy.
- Guarantees the quality of all second language translations as to content and intent since accuracy is of primary importance.
- Works with teachers, Bilingual Assistants, and staff and interprets for them and the local school administrators all of the second language instructional materials.
- As required by law, translates all forms, policies, and written home notices in the second language accurately.
- Works harmoniously with all other members of the bilingual and school staffs toward the successful development of the program.
- Applies competency in second language and English, including both oral and written skills.
- Conducts second language grammar workshops for other Bilingual staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Ability to read and write English and second language with a high degree of proficiency, at least sixty (60) college credits or equivalent, ability to work harmoniously with colleagues. Must pass proficiency test (speaking and comprehension) in second language and English.

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.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BILINGUAL TRANSLATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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					
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 keyboard to enter and transform words or data				X	
21. Using a video display terminal				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				