

# COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.  
College Place, WA 99324  
(509) 525-4827

**Position:** Translator II

**Responsible to:** Special Programs Director

**Terms:** The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

## **Required knowledge and skills:**

- High school diploma or its equivalent (GED);
- Proficiency in oral and written English and Spanish languages;
- Knowledge of technology and proficient in word processing;
- Public Relations skills.

## **Demonstration of required abilities:**

- Capable of lifting ~ 20lbs ~5% of the time, ~ 20% of the work day standing, reaching, bending, stooping, walking and ~ 75% of the time working from a sitting position;
- Ability to maintain a high level of confidentiality at all times;
- Ability to be trusted;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

**Job Purpose:** Focusing on kids and their learning by bridging the communication gap with non-English speaking patrons of the District.

## **Essential Job Results:**

1. Provide communication support by translating in both verbal and written formats on campus and in the community setting when needed.
2. Preserving District records by developing and maintaining a filing system of all translated documents. This system should be digital with hard copy file backup. These backup copies would include the original document and the translated version initialed by the translator.

Vision: Focus on kids and their learning  
Mission: Prepare kids for their future beyond College Place Public Schools

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3. Manage work flow by planning ahead and working with Administration and staff to complete annual translation projects as early as possible.
4. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices
5. Protect the District by keeping information confidential.
6. Maintains technical knowledge by attending educational trainings.
7. Contributes to team efforts by accomplishing related results as needed.

\*\*\* ~ denotes approximation

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Employee's Signature

\_\_\_\_\_  
Date Received

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