TITLE: **Translator**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Holds a bachelor’s degree, preferred
3. Fluent, both written and verbal, in two languages
4. Has the ability to translate documents from one language to another

REPORTS TO: Assistant Superintendent of School and System Improvement

JOB GOAL: To translate written material into one or more other language(s), for the purpose of keeping Boone County families informed of current district policies and practices

PERFORMANCE RESPONSIBILITIES:

1. Read through district communication in English, ascertain understanding of the meaning and context of that material, and convert it into a second language while ensuring preservation of the original meaning
2. Consult with various district personnel to understand specialized concepts and translate them appropriately
3. Refer to online translation tools for additional assistance with translation, if needed
4. Translate a variety of documents for the district including but not limited to: letters, communication to the public, forms and surveys for parents to complete, etc.
5. Perform other related duties consistent as assigned by the supervisor

TERMS OF EMPLOYMENT:

* Stipend
* Board approved