



## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** Translator - Foreign Language  
**Department:** As Assigned  
**Location:** As Assigned  
**Reports To:** Principal/Program Administrator  
**FLSA Status:** Non Exempt  
**Bargaining Unit:** Classified, OSEA  
**Compensation:** Classified Salary Schedule, Range O  
**Workdays:** 190 days

Prepared Date: 09/2022  
Revised Date: 04/2025

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

The Foreign Language Interpreter/Translator's role is to provide exact interpretation between the staff and the non-English speaking community (children and adults/parents) in school related activities and meetings. The interpreter will also be called upon to provide exact written translations of documents.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have specialized training in foreign language translation or relevant work experience
2. Proven competency in both written and oral language translation
3. Valid driver's license, vehicle available for use on the job, and accompanying automobile

### **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to exhibit professionalism and effective human relations

3. Confer regularly with immediate supervisor
4. Proficient in the use of computer and internet-based applications, including but not limited to email, internet software, Google Suite, and word processing (MS Word)
5. Ability to work with a very high degree of accuracy and organizational skills
6. Work in a wide variety of educational settings, special education classrooms, general education classrooms, and the community

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Provide exact verbal translations for all aspects of the instructional program: intake/evaluation, IFSP/IEP meetings, and classroom settings.
- B. Provide exact written translations of all related educational materials and forms (eg. evaluation reports, placement forms, bus information, newsletters, etc.).
- C. Provide communications to and from parents regarding cancellations, problems with bussing, requests for information, and all other routine communications relating to the program.
- D. Provide prompt replies to staff after receiving both written or verbal communications from parents (and vice versa).
- E. Ability to problem solve with a variety of professional teams.
- F. Ability to provide follow-through with requests made by parents and staff with very little direction from staff.
- G. Ability to learn and understand the requirements of the special education laws in order to effectively translate for staff and parents.
- H. Other related duties, as assigned.

**WORKPLACE EXPECTATIONS:**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self



# Northwest Regional Education Service District

- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

### **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

## **Required Physical Demands of Essential Functions and Responsibilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

### **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their



speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.