

**Newport News Public Schools  
Job Description**

**Job Title:** Language Interpreter/ Translator

**Supervisor:** Contracting Supervisor/ Administrator

**Position Code:**

**Pay Grade:**

**Job Classification:**

**Contract Length:** non contracted

**Job Summary:**

Position exists to function as part of the network of assistance for students and families that speak a native language other than English in Newport News Public Schools. Position is responsible for facilitating cross-cultural communication by converting one language into another language.

**Essential Duties:**

- Serves as a language interpreter or translator between student, school, home, and/or community.
- Facilitates cross-cultural communication by converting one language into another language in either spoken or written form.
- Relay ideas and concepts between different languages.
- Must be able to clearly express ideas and thoughts in English and another language.
- Function in an ethical and professional manner, serving as communication and cultural mediators.
- Convey the message and meaning of information as the speaker or writer stated it, but within the appropriate cultural context.
- Works with professional personnel, students, and parents to help students be successful in school by making information available in various languages.
- Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance and knowledge of subject matter.
- Make home visits with school personnel as needed.
- Model nondiscriminatory practices in all activities
- Demonstrates cultural sensitivity in all practices.
- Assist in school/division program presentations, parent/teacher conferences, and trainings as needed.

**Other Duties:**

**Job Specifications:**

- 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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Demonstrated proficiency and literacy in English.
- Must possess proficiency and literacy in another language and culture
- Certification in translating/ interpreting.
- Must possess a valid Virginia Driver's license with willingness to travel
- Must possess the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment
- Must be able to express or exchange ideas by means of spoken and written word in multiple languages
- Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based organizations.
- Must possess the ability to read and prepare correspondence, reports, forms, etc., using prescribed formats and confirming the rules of punctuation, grammar and style in English and another language.

- Must record and deliver information, explain procedures, and communicate effectively, both verbally and in writing in English and another language.
- Must be computer literate and proficient in use of Microsoft Office Software
- Bilingual speaker, or speaker of multiple languages
- Must possess an understanding of US Culture

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