



## PORLAND PUBLIC SCHOOLS, PORTLAND OREGON

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### JOB ANNOUNCEMENT: TRANSLATION AND INTERPRETATION SERVICES REPRESENTATIVE (CHINESE)

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POSTING TIMELINE: Closes on August 27, 2018

#### BASIC FUNCTION

Under general supervision, provide oral and written translation services for students and families, school sites and District departments in both the home language and English; serve as an interpreter for a variety of meetings, workshops, conferences and special events.

We are hiring for Chinese (Mandarin and Cantonese combination) and are looking for someone that can write Traditional and Simplified Chinese.

This position will be housed at Franklin High School

#### REPRESENTATIVE DUTIES

Provide written translation of correspondence, forms, district communications and other instructional and education materials into specified second languages.

Provide interpretation and translation services for a variety of meetings, workshops, conferences and special events for District personnel, parents and students; produce idiomatic written translations considering the type of material and reader viewpoints; determine most accurate meanings and make corrections as needed.

Proofread translations of technical terms and terminology to ensure accuracy and consistency throughout translation revisions.

Proofread and edit translations for accuracy, context, readability and style; review, proofread and edit the translations of others as requested.

Maintain records and prepare reports related to the work.

Provide simultaneous or consecutive interpretation services into specified languages, maintaining message content context and style in district meeting such as Individualized Educational Plan (IEP) meetings, parent conferences, and other student centered activities and meetings; assist communication and support to in-district departments.

Provide interpretation and translation services to schools to facilitate school-to-home communications between families and schools, including contacting parents and caregivers by telephone and responding to specified language dedicated telephone lines.

Translate messages for the Auto Dialer and Rapid Broadcast from English into specified languages; record the message and send to families using established protocols.

Provide voice-over narrations and recorded communications in a designated second language for District audio or video recordings.

Assist schools with intake and registration of new students who require assistance in a specified language, as needed; serve as interpreter to explain residency and enrollment requirements, district transfer policy, free and reduced lunch application, school transcripts, immunization and other school record information and requirements.

Assist school personnel by providing interpretation and translation services during home visits.

Perform interpretation and translation functions for schools regarding district policies, federal and State regulations, health related regulations, and student discipline guidelines.

Perform related duties as assigned.

**Education and Training:**

An Associate of Arts degree or 48 semester/72 quarter college credits.

Demonstrated proficiency in written and spoken English and Chinese (Mandarin and Cantonese).

**Experience:**

A minimum of two (2) years of experience performing professional-level oral and written interpretation and translation services in English and Chinese (Mandarin and Cantonese) is required.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**SALARY:** \$17.10 - \$18.63 per hour based on education and experience

**WORK YEAR:** 192 days

**FTE:** 1.0

**HOW TO APPLY:** Please visit our website at: <http://www.pps.net/Page/2158>

Select Job# 18014

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