

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** SPANISH LANGUAGE TRANSLATOR II

**QUALIFICATIONS:**

1. Ability to speak, read and write both Spanish and English fluently
2. Ability to make technically correct translations from English to Spanish and Spanish to English with speed and accuracy
3. Proficiency as typist
4. Two years of college or equivalent training including formal course work in oral/written Spanish language and grammar (This requirement can be met by two years of employment experience in the area of Spanish language translation)

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide Spanish language translation services which will contribute to effectiveness of District program goals

**PERFORMANCE RESPONSIBILITIES:**

1. Makes technically correct written translation of instructional materials, office forms, printed materials that go home, minutes of parent advisory groups and any data pertaining to bilingual/ bicultural education
2. Assists in typing, duplicating and filing of translated materials
3. Organizes, assigns and checks translations of other translators
4. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 16

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable