

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
DATE:	June 18, 2025
POSITION(S):	Multilingual Translator-Interpreter- Substitutes Position requires English/Spanish/Mixteco Trilingual Skills SMJUHSD- All Sites
SALARY:	\$29.39/hour Range 26 2024/25 salary schedule
HOURS:	On-call, as needed. Hours per day and specific schedule are based on daily needs
DEADLINE:	On-going recruitment to develop substitute pool.
APPLICATION PROCEDURE	Visit the Human Resources Website at www.smjuhsd.k12.ca.us DMV printout dated within 2 months required.
JOB DESCRIPTION:	See next page.
WRITTEN TEST	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Salvador Reynoso, Director of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or sreynoso@smjuhsd.org. A copy of SMJUHSD's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

MULTILINGUAL TRANSLATOR-INTERPRETER

BASIC FUNCTION:

Under the direction of the Director of Multilingual and Migrant Education Programs, translate and produce a variety of general, technical, legal and medical documents and materials between English and a second and third designated language for schools and district office staff. Provide simultaneous interpretations during various formal meetings and as-needed in order to provide information to non-English speaking students, parents and community members.

REPRESENTATIVE DUTIES:

- Prepares written translations of a variety of documents used at school sites and the district office including, but not limited to, individualized educational plans, legal materials, assessments, bulletins, correspondence, meeting minutes and forms.
- Produces verbatim translations of formal and informal meetings using idiomatic expressions when necessary and appropriate to ensure accurate and effective message content and intent delivery.
- Provide simultaneous interpretations during formal presentations at schools and district meeting sites using district interpretation equipment.
- Interprets from English to a specified second and third language and from the specified second and third language to English in order to assist district personnel in communicating with non-English speaking students, families and community members.
- Use, distribute and maintain headsets and microphones used during oral interpretation assignments.
- Use modern office equipment in the preparation of translations.
- Attend various meetings as necessary; travel to schools and offices as assigned.

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second and third language.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Operation of desktop computer software and peripherals.

ABILITY TO:

Read, write and translate English and a designated second and third language.

Speak and interpret English and a designated second and third language.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with students, teachers, parents, staff and the public including members of ethnic communities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Graduation from high school and two years experience assisting non-English speakers with translation and interpretation services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment, school setting, evening parent advisory committee and school board meetings.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the phone.

Dexterity of hands and fingers to operate computer equipment and keyboard.

Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance.

Sitting for extended periods of time.

Seeing to read a variety of materials.

07/01/19

SMJUHSD

Range 26