Los Angeles Unified School District - Job Opportunity

Job Posting Title
Translator-Interpreter (Spanish Language)

Reference code
JP24-131-XA1

Minimum Salary
$39.67 Hourly

Maximum Salary
$48.61 Hourly

Application Open Date
06/14/2024

Application Close
07/08/2024

Information about LAUSD
We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

Department or School Site
There are currently 2 vacancies in the Translations Unit.

Project
Translator - Interpreter (Spanish Language) translates between English and Spanish language general, technical, legal, and medical documents

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and provides oral interpretations during formal meetings before the Board of Education and at other District, Educational Service Center, school, and community meetings, and in conversations and interactions with families and the public.

**Benefits**

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.  
Retirement: Membership in the California Public Employee Retirement System (CalPERS).  
Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.  
Paid Holidays: Up to 13 days.  
NOTE: Positions in this job classification may be offered on a 10- or 11-month basis - salary and paid time off for 10- or 11-month positions will be adjusted accordingly.

**Job Duties/Responsibilities**

A Translator-Interpreter (Spanish Language) prepares written translations of technical, educational, and general material for use by District personnel, parents, and the public and provides simultaneous interpretations at District meetings using headphones and microphones.

The typical duties for this position include:
- Preparing written translations of speeches, psychological assessments, websites, individualized educational plans, legal materials, workbooks, news articles, examinations, and other instructional and educational materials, bulletins, correspondence, minutes, and forms, and produces verbatim translations of formal and informal meetings using idiomatic expressions when appropriate and necessary to ensure accurate and effective message content and intent transmissions.

- Providing in person or over the phone, simultaneous, consecutive, or sight interpretations at school, community, and District meetings concerning legal situations, such as Individualized Education Plan (I.E.P.) meetings, expulsion/suspension hearings, Education Service Center trainings, meetings, and interactions with the public.

- Reviewing translated material submitted by District personnel and other Translator-Interpreters and edits for accuracy of meaning, content, and intent, grammar, and syntax.

- Answering inquiries and interprets and explains words and phrases for meaning and appropriateness.

- Representing the District when responding to inquiries from parents and the public regarding bulletins, memos, and other pieces of correspondence.

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- Using office computers in preparing translations.

- Using, distributes, and maintains headsets and microphones used during oral interpretation assignments.

- Overseeing translation equipment check-out, use, and inventory.

Please Note: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed, please refer to the Class Description via our website: https://bit.ly/3VmCSxp

Minimum Requirements

EDUCATION:
Graduation from a recognized college or university with a bachelor’s degree in the designated language. Additional qualifying experience may be substituted for the required education on a year-for-year basis providing the candidate can present a recognized certificate showing proficiency in the designated language. If the experience substitution is used, graduation from high school or evidence of equivalent educational proficiency is required.

EXPERIENCE:
Two years of experience composing, editing, and translating materials in English and the designated foreign language and providing immediate oral interpretations during group meetings and in one-to-one situations, preferably in a school district or public institution.

SPECIAL:
A valid California Driver License.
Use of an automobile.

Employment Selection Process

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a pre-planned employment assessment schedule.

The assessment process for this position TENTATIVELY consists of a computer-based Writing Project and an Interview with a Performance Test which will be worth 100% of candidates’ overall scores.

Application materials (your candidate profile, resume, and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

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The testing will be conducted remotely, and all applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from the selection process.

Candidates who receive a failing score on any test module will NOT be eligible to move forward in the selection process.

If you meet the minimum education and experience requirements and are successful on the entire assessment process, your name will be added to the eligibility list, provided you submit the educational documents when requested during the process.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren’t accidentally placed into your spam/junk e-mail folder.

For more information about the LAUSD employment assessment process, visit the ‘Our Hiring Process’ section of our website at http://www.lausdjobs.org.

Application Process

To apply, click the Apply button at the bottom left corner of this page and log into the application management system; then, (1) click on the education and experience tabs and complete the requested information; (2) click on the Questionnaires tab and complete the questionnaires; and (3) submit your application by clicking on the Submit Application button in the last tab of the application wizard to complete the process.

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please email us at helpmeapply@lausd.net to get assistance with the application process.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing

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Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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