

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Translator

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**EXEMPT:** Yes  
**SALARY LEVEL:** Per Classified Policy – Special Grant  
**LOCATION:** Plymouth High School  
**REPORTS TO:** Assistant Superintendent  
**LENGTH OF WORK:** Seven (7) hours/week / 180 days/year

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**JOB GOALS:** To translate written materials for all schools and supervisors.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Translate written materials for principals and teachers.
2. Use email as main source of correspondence.
3. Supervise other translators.
4. Keep records of handbook of forms for future revisions.
5. Keep confidentiality of the translated materials.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**  
High School Diploma or GED

**CERTIFICATES, LICENSES, REGISTRATIONS:**  
Valid state driver's license - operator permit

**LANGUAGE SKILLS:**  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of adult learners or employees of the school organization.

**MATHEMATICAL SKILL:**  
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, FAX, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

Four hours per week for 15 weeks. Salary and duration of class is determined by a grant.

**EVALUATION:**

An evaluation will be made after the first two weeks of class, and at the end of the 15 week session.

*Created 7/10/07*