

Duty Statement

Translator

1. Perform a variety of proficient, advanced duties requiring good communication skills, including assisting others in the workplace with translation needs. (Code 1)
2. Provide translation services for testing, enrollment, health and related areas; translate for District students, parents, personnel, and the public as required. (Code 11, 12)
3. Provide accurate translation services orally and in writing in identified language(s) to assess and support literacy skills for students. (Code 11)
4. Utilize good communication skills to facilitate information among school personnel, community members and various agencies and resources. (Code 1)
5. Translate and interpret materials about school and District policies, programs and activities for parents, school personnel, students, and others as required. (Code 11)
6. Translate and interpret Medi-Cal outreach materials or about Medi-Cal services or programs for parents, school personnel, students, and others as required. (Code 12)
7. Communicate with students and staff to provide and receive information regarding availability of services and activities. (Code 1)
8. Make regular home visits to translate educational, social, vocational or health information to parents and students. (Code 1, 11, 12)
9. Provide information to children and parents regarding services and making referrals to outside health and mental health services and providers when necessary. (Code 4)
10. Answer questions and/or provide assistance with completion of Medi-Cal/Healthy Family applications. (Code 6)
11. Attend quarterly Medi-Cal Collaborative meetings to help develop strategies to increase Medi-Cal system capacity and close Medi-Cal services gaps. Serve as a resource to school staff regarding programs and services available in the community. (Code 14)
12. Assist in the coordination of academic support and tutoring programs for children and families. (Code 1)
13. Perform public relations activities and act as a liaison to human service agencies, school staff, and community groups regarding individual students educational, social, vocational, or health needs. (Code 1, 3, 4, 7, 8)
14. Assist in planning, scheduling, and conducting parent education programs and committee meetings. (Code 1, 13)

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15. Work with school personnel or other agencies, to improve the delivery of Medi-Cal covered services to the school or district. (Codes 14)
16. Arrange for or provides translation services (oral, written or signing) that assist individuals to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
17. Monitor or makes ongoing referrals to Medi-Cal health and mental health care providers. (Code 8)
18. Maintain current and accurate records regarding translation activities and students services as needed. (Code 1)
19. Arrange transportation for students and parents to access health, mental health and Medi-Cal services within the community when necessary. (Code 10)
20. Attend MAA training sessions. (Code 1)
21. Attend meetings on MAA program, track MAA activities during the survey week and complete a quarterly MAA time survey. (Code 15)
22. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)
23. Coordinate, participate in or present trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
24. Complete personal mileage and expense claims. (Code 16)
25. Review school policies, procedures, or rules. (Code 16)
26. Attend or facilitate school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)