



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Translator/ Interpreter
<b>Payroll/Personnel Type:</b>	11 Month
<b>Job #:</b>	9478
<b>Reports to:</b>	ESOL/ Bilingual/ Migrant Executive Director
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Professional translators capable of translating, writing, and editing from English to target language and vice versa. Languages include: Somali, Russian and Bosnian.

**Essential Functions:**

- Translate, write, and edit from English to target language and vice versa
- Interpret, orally, in parent conferences, social work visits, truancy court and all related functions
- Develop/ create translations for website posting
- Contribute to day- to- day operations of district Translation team
- Review, proofread, and edit all translated material prior to website posting
- Ensure the meaning of the translation is true to the English language and the translation adheres to district policies and procedures

**Knowledge, Skills, and Abilities:**

- Native or near native proficiency in target language, both orally and in writing
- Attention to detail and be able to multi-task
- Computer literate, proficient with MS Word and have the ability to type 40 wpm

**Experience:**

- Three years of experience as a Translator/Interpreter is preferred

**Education:**

- A minimum of 60 college credit hours from an accredited college or university in the US (a 2-year degree program from outside the US is accepted) **OR**
- Bachelor's degree (Bachelor's degree from outside the US is accepted)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional



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duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***