

Bilingual Translator / Interpreter

Position Details

Class Code: 4248

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, serves as a translator/interpreter, providing accurate verbal and written translations of Clark County School District (CCSD) documents, forms, and correspondence in other language(s).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Translates and interprets information, documents, forms, correspondence, and other materials between languages; reads materials and rewrites them in specified language(s) following established rules of meaning, sentence structure, grammar, punctuation, and mechanics.
2. Acts as a liaison between administrative/educational staff, resource personnel, and students regarding the translation of English documents into other language(s).
3. Contacts and collaborates with appropriate personnel to clarify information, as requested.
4. Provides feedback on cultural or linguistic issues.
5. Uses computers and applications (inquiry, word processing, data input, etc.); types, prepares, proofreads, and composes documents, including correspondence, memoranda, reports, tables, orders, and forms, as directed.

6. Maintains and updates databases to compile, store, and retrieve information on CCSD documents.
 7. Provides verbal translation and interpretation at CCSD sites, as needed.
 8. Operates office equipment, including computers, printers, copiers, scanners, fax machines, microfilm/microfiche machines, and telephones.
 9. May provide verbal translations and interpretations for Individual Educational Programs (IEPs), Multidisciplinary Teams (MDTs), psychological, health, and speech evaluations, and special education accommodations.
 10. May provide verbal translation and interpretation assistance to special education personnel at assigned schools.
 11. May monitor students during assigned periods in school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose rooms, classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning environment; this may include physical interventions, such as jogging or running after students to prevent harming themselves or others.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves interpreting and translating verbal and written materials and information between languages for CCSD distribution and special education students and their parent/guardians.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computers and software applications, including Microsoft Word, Excel, Access, and Desktop Publisher.
2. Knowledge and familiarity with specified language(s) and culture(s), including customs, values, beliefs, and behaviors.
3. Knowledge of special education laws and terminology may be required.
4. Knowledge of IEP process and applicable laws may be required.
5. Ability to demonstrate proficiency in reading, writing, speaking, and comprehending English and the specified translation language(s).
6. Ability to maintain confidentiality of information.
7. Ability to adhere to CCSD translator and interpreter standards for meetings and conferences.

8. Ability to interpret and explain written and verbal instructions, practices, and procedures.
 9. Ability to interpret and apply general CCSD policies and regulations.
 10. Ability to communicate clearly and concisely, both verbally and in writing.
 11. Ability to use a computer keyboard.
 12. Ability to meet predetermined deadlines.
 13. Ability to research and compile data for reports.
 14. Ability to prepare files and maintain records.
 15. Ability to recognize and understand limits of authority.
 16. Ability to perform mathematical calculations.
 17. Ability to plan, organize, and prioritize work.
 18. Ability to work flexible hours or shifts.
 19. Ability to work cooperatively with employees, students, parents/guardians, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Employees selected for this position in a Title I School, and working directly with students in an instructional capacity, must meet the minimum requirements to be considered “Highly Qualified” as defined by the federal No Child Left Behind Act. This includes a minimum of 48 college credit hours or a passing score on the Educational Testing Service (ETS) ParaPro assessment.
3. Language Proficiency Test – selected candidates will demonstrate conversational proficiency in English and another language, as measured by a CCSD-approved third-party administrator.

NOTE: Language(s) required are contingent upon the current position vacancy, advertisement, or assignment.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Demonstrated experience working with school staff, parents/guardians, and the public.
 2. Demonstrated experience in interpreting and translating English and specified translation language(s).
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Copy of passing score on the ETS ParaPro assessment, if applicable.
 7. Verification of successful completion of CCSD-approved third-party administered Language Proficiency Test.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities- schools, health offices, department offices, other designated school areas, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers and peripheral equipment, software applications, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/09/25
- Created: 07/01/88