



OFFICE OF HUMAN RESOURCE SERVICES  
150 SOUTH THIRD AVE. ♦ ARCADIA, CA 91006  
(626) 821-6627 [www.ausd.net](http://www.ausd.net)

2015-2016

ANNOUNCEMENT OF CLASSIFIED OPENING

PLEASE POST

**INTERPRETERS / TRANSLATORS**  
**Spanish, Mandarin, Cantonese, Vietnamese, Japanese**

**Location:** Various schools / locations throughout District  
**Hours:** On call as needed throughout school day as well as evenings  
**Salary:** \$18.13 per hour

**Definition**

Under the direction of an assigned administrator, translate orally and in writing for teachers and administrators; assist in the presentation of information and materials to individuals or small groups; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write notes, tests, letters and other materials; report progress regarding student performance and behavior as required; prepare instructional materials and perform a variety of routine clerical duties as assigned.

**Employment Standards**

**Education and Experience**

Any combination equivalent to: graduation from high school and experience in translating orally and in writing.

**Knowledge and Abilities**

Knowledge of: correct oral and written usage of English and Spanish / Mandarin / Cantonese / Vietnamese; reading and writing communication skills.

Ability to: read, write, translate and interpret English and Spanish / Mandarin / Cantonese / Vietnamese; prepare instructional materials and perform a variety of routine clerical duties; print and write legibly; understand and follow oral and written directions; type accurately at an acceptable rate of speed; work independently with little direction.

**Application Process:**

A Classified application must be submitted online at [www.EdJoin.org](http://www.EdJoin.org). Applications will be kept on file for one year and will be reviewed as the need to hire arises. Applicants who meet the minimum qualifications will be contacted for an interview. Candidates may be required to pass a written test.

Please call (626) 821-6627 with any questions.