

## What is TIVCO?

- Volunteers
- Bi-lingual
- Interpreting
- Translating
- Involvement in GISD

## OVERVIEW:

Volunteers will provide interpretation and/or translation services in the Garland Independent School District educational environment.

This environment includes parent-teacher meetings, educational information meetings, and simple meetings of various types, including extracurricular activities and PTA meetings.

The translator will translate written documents from one source language to a target language.

The interpreter will bridge the communication gap orally by converting a speaker's message from one target language into another.

## QUALIFICATIONS:

The volunteer interpreter is required to be proficient in both languages, conveying information from the source (English) language to a target language and vice versa.

They must thoroughly understand the importance of communicating accurate information without adding, modifying, or omitting any part of the message.

## REQUIREMENTS:

- Background check
- Complete a virtual interpretation training and a Pre-test and post-test for language accuracy



## Translation & Interpretation Volunteer Community Outreach

### Contact Information:

**Mary Valbuena**

[mvalbue@garlandisd.net](mailto:mvalbue@garlandisd.net)

Facilitator Translation & Interpretation Services  
972-485-487-3997



To submit your application, please follow the [Back to School Forms](#) instructions in

**Skyward Family Access or contact  
TIS at 972-485-4910.**



## RESPONSIBILITIES:

### 1. Communication

- Provide excellent communication skills from English to another target language.
- Facilitate communication through the use of good memory, social perceptiveness and detail-oriented Skills.
- Interpret within community and academic settings and/or PTA Assemblies/meetings, presentations, etc.

### 2. Confidentiality

- Follow the Family Educational Rights and Privacy Act (FERPA).
- Follow the Interpreter Codes of Ethics, calling for the absolute observance of confidentiality.

### 3. Professionalism

- Demonstrate professional appearance, conduct, and promptness at all times.
- Encourage staff members to collaborate with each other instead of using the interpreter as a source of information.
- Never give opinions, ideas, or personal input to any part of the assignment.
- Convert spoken statements or messages exactly how they are given without changing words or voice tone.
- Render messages faithfully, always conveying the content and spirit of the speaker, using the language most understood by the person being served.

