



Latinx Advisory Council 2020-2021

Translation Best Practices and Tips

Introduction

The 2020-2021 Latinx Advisory Council under Superintendent Kathy Hoffman shared their practices around translation and how they as Latinx leaders handle translation in their communities.

Best Practices

- Ensure that you have someone who is paid to do this work. Hiring bilingual staff gives importance to the work and demonstrate the value of translation and hiring within the community
 - Example:
- Focus on "what" type of communication avenues the community would like
 - Example:
- Communicate to and with all families, particularly families that represent a smaller population of primary language
- Plan ahead. Think about what translation needs before documents are created.
 - Example: Parent-teacher conferences or handbooks
- Select google language for the website.
- Identify all languages that are used by all students using the support of teachers and staff

Best Practices

- Consider not just school websites, but additional websites, apps, and other student and parent interactions academically
- Ask trusted community members to review translation product and compensate them when funds are available
- Consider multiple or different ways of providing translation
- Know the audience and community and what specific translation is needed (for tone, intention, context, etc.)

Tips to Consider

- Schools should be aware of community resources that may be available. For example, churches or centers of worship and nonprofits may assist with translation services
- University language departments may also provide their students and services for smaller translation projects. While it can be beneficial in terms of the diversity of language departments, university students who support translation services should be further along in their students and/or with higher proficiency.
- School employees should be offered incentives or stipends for their additional translation services.

Resources

- Diversity Communications Toolkit: A guide to diversity communications and engagement in education developed by the National School Public Relations Association.
- Tools and Resources for Ensuring Meaningful Communication with Limited English Proficient Parents developed by the U.S. Department of Education