

※國家教育研究院雙語詞彙名詞審譯會審譯通過之「中小學校常用職稱及場所、單位名稱中英對照詞彙」，歡迎使用並提供寶貴建議。 2018-05-23

| 我國中小學校常用職稱及場所、單位名稱(中文) | 英譯  |
|------------------------|---|
| 專科教室                   | (English/art/computer...) classroom   |
| 合作社                    | (school) co-op  |
| 合作社雇員                  | (school) co-op assistant  |
| 合作社經理                  | (school) co-op manager  |
| 地面式停車場                 | (surface) parking lot   |
| 教務組                    | academic affairs section  |
| 教務組長                   | academic affairs section chief  |
| 無障礙車位                  | accessible parking  |
| 無障礙廁所                  | accessible restroom   |
| 會計佐理員                  | accounting assistant  |
| 會計室                    | accounting office   |
| 會計室主任                  | accounting office director  |
| 會計組員                   | accounting officer  |
| 行政辦公室                  | administration office   |
| 韻律教室                   | aerobics classroom  |
| 農園藝教室                  | agronomy & horticulture classroom   |
| 防空避難室                  | air raid shelter  |
| 替代役                    | alternative military service (指替代役「制度」)<br>alternative military serviceman (指替代役「役男」) |
| 校友會室                   | alumni association office   |
| 文書檔案室                  | archive and document room   |
| 檔案室                    | archives room   |
| 軍械庫                    | armory  |
| 美術組                    | art section   |
| 美術組長                   | art section chief   |
| 美勞教室                   | arts & crafts classroom   |
| 工藝教室                   | arts & crafts classroom   |
| 藝文活動場館                 | arts and cultural venues  |
| 助理員                    | assistant   |
| 技佐                     | associate technician (薦任)<br>junior technician (委任)<br>assistant technician (技佐)      |
| 田徑場                    | athletic field  |
| 視聽教室                   | audiovisual classroom   |
| 視聽音響控制室                | audiovisual control room  |
| 視聽器材室                  | audiovisual equipment room  |
| (大)禮堂                  | auditorium  |
| 烘焙教室                   | baking classroom  |
| 球場                     | ballcourt (無草地);<br>sports field (有草地)  |
| 烤肉區                    | barbecue area   |

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|------------------------|---|
| 棒、壘球場                  | baseball/softball field   |
| 飲料調製教室                 | beverage preparation classroom  |
| 生物實驗室                  | biology lab   |
| 鍋爐室                    | boiler room   |
| 男生廁所                   | boys' restroom (描述用);<br>Boys (標示用)                                     |
| 哺乳室                    | breastfeeding room  |
| 主計室                    | budget and accounting office (描述用);<br>Budget & Accounting Office (標示用) |
| 商業服務教室                 | business skills classroom   |
| 餐廳                     | cafeteria   |
| 情緒轉換室                  | calming room  |
| 露營區                    | camping area  |
| 駐衛警                    | campus security   |
| 校警                     | campus security officer   |
| 汽車停車場                  | car park  |
| 洗車場                    | car wash  |
| 生涯發展資料室                | career development resources room                                       |
| 就業輔導組                  | career guidance section   |
| 生涯輔導組                  | career guidance section   |
| 就業輔導組長                 | career guidance section chief   |
| 生涯輔導組長                 | career guidance section chief   |
| 出納組長                   | cashier section chief   |
| 出納組                    | cashier's section   |
| 司令台                    | ceremonial stand  |
| 主任教官                   | chief military instructor   |
| 中餐教室                   | Chinese cuisine classroom   |
| 水池                     | cistern   |
| 清潔工友                   | cleaning worker   |
| 幹事                     | clerk; officer  |
| 臨床心理師                  | clinical psychologist   |
| 社團活動組                  | clubs & activities section  |
| 社團活動組長                 | clubs & activities section chief  |
| 運動教練                   | coach   |
| 公用儲藏室                  | common storage room   |
| 社區活動中心                 | community activity center   |
| 綜合高中組                  | comprehensive high school section                                       |
| 綜合高中組長                 | comprehensive high school section chief                                 |
| 電算中心(中控室)              | computer center (central control room)                                  |
| 電腦教室                   | computer classroom(傳統使用);<br>computer lab(新趨勢使用)                        |
| 會議室                    | conference room   |
| 大會議室                   | conference room   |
| 進修部                    | continuing education department   |

| 我國中小學校常用職稱及場所、單位名稱(中文) | 英譯                                       |
|------------------------|--|
| 進修部主任                  | continuing education department director |
| 約(聘)僱人員                | contract employee                        |
| 烹調區                    | cooking area                             |
| 建教合作處                  | cooperative education office             |
| 建教合作處主任                | cooperative education office director    |
| 建教合作組                  | cooperative education section            |
| 建教合作組長                 | cooperative education section chief      |
| 輔導中心                   | counseling center                        |
| 輔導中心主任                 | counseling center director               |
| 輔導主任                   | counseling director                      |
| 輔導處(室)                 | counseling office                        |
| 諮商心理師                  | counseling psychologist                  |
| 諮商室                    | counseling room                          |
| 輔導組                    | counseling section                       |
| 輔導組長                   | counseling section chief                 |
| 諮商師                    | counselor                                |
| 機踏車停車棚                 | covered motorcycle parking               |
| 風雨操場                   | covered playground                       |
| 烹飪教室                   | culinary classroom                       |
| 文化走廊                   | culture corridor                         |
| 教學組長                   | curriculum and instruction section chief |
| 教學組                    | curriculum and instruction section       |
| 課研組                    | curriculum development section           |
| 課研組長                   | curriculum development section chief     |
| 課務組                    | curriculum section                       |
| 課務組長                   | curriculum section chief                 |
| 管理員                    | custodian                                |
| 舞蹈組                    | dance section                            |
| 舞蹈組長                   | dance section chief                      |
| 教職員工托兒室                | daycare room for children of staff       |
| 進貨檢驗區                  | delivery inspection area                 |
| 行政協辦                   | deputy administrative officer            |
| 副組長                    | deputy section chief                     |
| 營養師                    | dietitian                                |
| 數位語言及閱讀室               | digital language and reading room        |
| (專門)學程主任               | director of (...) program                |
| 訓育組                    | discipline section                       |
| 生活教育組                  | discipline section                       |
| 訓育組長                   | discipline section chief                 |
| 生活教育組長                 | discipline section chief                 |
| 資料陳列室                  | display room                             |
| 多元創新教室                 | diversity and innovation classroom       |
| 住宿生輔導員                 | dorm adviser (正式稱呼);<br>dorm parent (暱稱) |

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|------------------------|---|
| 生活輔導員                  | dorm adviser (正式稱呼);<br>dorm parent (暱稱)                    |
| 築夢園                    | Dreamweaver Garden  |
| 生態教學園區                 | eco-education garden(傳統使用);<br>ecoliteracy garden (新趨勢使用)   |
| 教保組長                   | educare section chief                                       |
| 教務主任                   | educational affairs director                                |
| 教務處                    | educational affairs office                                  |
| e化準備室                  | e-learning class preparation room                           |
| 機電設備空間                 | electrical equipment area                                   |
| 電氣管理員                  | electrical superintendent                                   |
| 英語教室                   | English classroom   |
| 川堂                     | entrance hall   |
| 環境清潔教室                 | environment cleaning classroom                              |
| 器材室                    | equipment room  |
| 設備組                    | equipment section   |
| 設備組長                   | equipment section chief                                     |
| 器材存放室                  | equipment storage room                                      |
| 禮儀教室                   | etiquette classroom   |
| 活動展演場                  | event, display and performance area                         |
| 試務組                    | examinations section  |
| 試務組長                   | examinations section chief                                  |
| 教育交流執行秘書               | executive secretary of (international) educational exchange |
| 資訊執行秘書                 | executive secretary of information technology               |
| 補校                     | extension school  |
| 補校主任                   | extension school director                                   |
| 校務主任                   | extension school director                                   |
| 魚肉蔬果處理區                | fish, meat, fruit & vegetable preparation area              |
| 健身教室                   | fitness classroom   |
| 專任輔導教師                 | full-time counseling teacher                                |
| 園藝工友                   | gardener  |
| 資優教室                   | GATE classroom  |
| 傳達室                    | gate room   |
| 兩性廁所                   | gender-neutral restroom                                     |
| 綜合活動中心                 | general activity center                                     |
| 總務主任                   | general affairs director                                    |
| 總務處                    | general affairs office                                      |
| 事務組                    | general affairs section                                     |
| 事務組長                   | general affairs section chief                               |
| 普通教室                   | general classroom   |
| 女生廁所                   | girls' restroom (描述用);<br>Girls (標示用)                       |
| 物品整理教室                 | goods and materials handling classroom                      |
| 綠廊                     | green corridor  |

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|------------------------|--|
| 綠地                     | green field                            |
| 綠化區                    | green space                            |
| 團體輔導室                  | group counseling room                  |
| 團體諮商室                  | group counseling room                  |
| 輔導活動專科教室               | guidance activities classroom          |
| 生活輔導組                  | guidance and counseling section        |
| 生活輔導組長                 | guidance and counseling section chief  |
| 輔導專欄                   | guidance board                         |
| 體育館                    | gymnasium(傳統使用);<br>gym(新趨勢使用)         |
| 美髮教室                   | hairstyling classroom                  |
| 手工藝教室                  | handicraft classroom                   |
| (專業)科主任                | head of (...) department               |
| 衛生組                    | health & hygiene section               |
| 衛生組長                   | health & hygiene section chief         |
| 體適能發展室                 | health and fitness room                |
| 護理教師                   | health and nursing teacher             |
| 健康中心                   | health center                          |
| 鄉土教室                   | heritage & culture classroom           |
| 高壓受電變電室                | high-voltage transformer room          |
| 家政教室                   | home economics classroom               |
| 家政教室管理員                | home economics classroom custodian     |
| 導師                     | homeroom teacher                       |
| 導師辦公室                  | homeroom teachers office               |
| 個別諮商室                  | individual counseling room             |
| 資訊媒體組                  | information & media section            |
| 資訊媒體組長                 | information & media section chief      |
| 資訊室                    | information management office          |
| 資訊室主任                  | information management office director |
| 資訊中心                   | information technology center          |
| 資訊組                    | information technology section         |
| 實習教師辦公室                | intern and student teachers office     |
| 資訊教室                   | IT classroom                           |
| 書記                     | junior clerk                           |
| 技工                     | junior technical specialist            |
| 廚房                     | kitchen                                |
| 廚房經理                   | kitchen manager                        |
| 廚房辦公室                  | kitchen office                         |
| 廚房工作人員                 | kitchen staff                          |
| 廚工更衣室                  | kitchen staff changing room            |
| 廚房廢棄物處理區               | kitchen waste area                     |
| 實驗室                    | lab                                    |
| 實驗室管理員                 | lab custodian                          |

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|------------------------|--|
| 語言專科教室                 | language classroom   |
| 語言教室                   | language lab   |
| 洗衣教室                   | laundry classroom  |
| 學習發展中心                 | learning and development center  |
| 學習步道                   | Learning Path  |
| 演講廳                    | lecture hall   |
| 圖書管理員                  | librarian  |
| 圖書館                    | library  |
| 圖書館主任                  | library director   |
| 社工師                    | licensed social worker   |
| 生活教室                   | life skills classroom  |
| 救生員                    | lifeguard  |
| 更衣室                    | locker room (有置物櫃);<br>changing room (無置物櫃)                                      |
| 置物櫃                    | lockers(多個置物櫃);<br>locker (單一置物櫃)  |
| 物流中心                   | logistics center   |
| 文書組                    | mail and documents section   |
| 文書組長                   | mail and documents section chief   |
| 維修工友                   | maintenance worker   |
| 數理資優教室                 | math & science GATE classroom  |
| 配膳區                    | meal preparation area  |
| 小會議室                   | meeting room   |
| 軍訓教官                   | military instructor  |
| 教官室                    | military instructor's office (一位教官辦公室);<br>military instructors office (多位教官辦公室) |
| 軍護室                    | military intructors and nursing teachers room                                    |
| 庶務組                    | miscellaneous affairs section  |
| 庶務組長                   | miscellaneous affairs section chief  |
| 多元智慧開發專科教室             | multiple intelligences development classroom                                     |
| 綜合教室                   | multipurpose classroom   |
| 多功能教室                  | multi-purpose classroom  |
| 多功能E化教室                | multi-purpose e-learning classroom   |
| 綜合球場                   | multi-sport ballcourt(s)   |
| 音樂教室                   | music classroom  |
| 音樂組                    | music education section  |
| 音樂組長                   | music education section chief  |
| 樂器室                    | musical instrument room  |
| 鄉土語言教室                 | native language classroom  |
| 自然教室                   | natural science classroom  |
| 值夜室                    | night security room  |
| 護士                     | nurse  |

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|------------------------|--|
| 保健室                    | nurse's office                               |
| 護理人員                   | nursing staff                                |
| 觀察室                    | observation room                             |
| 職能治療師                  | occupational therapist                       |
| 職能治療室                  | occupational therapy room                    |
| 組員                     | officer (用於位階);<br>section member (指隸屬某組之成員) |
| 有機肥資源處理區               | organic composting area                      |
| 室外休閒區                  | outdoor recreation area                      |
| 包裝教室                   | packaging classroom                          |
| 家長義工                   | parent volunteer                             |
| 愛心媽媽                   | parent volunteer                             |
| 家長委員                   | parents association member                   |
| 家長會辦公室                 | parents association office                   |
| 兼、代課教師                 | part-time and substitute teachers            |
| 兼、代課教師辦公室              | part-time and substitute teachers office     |
| 兼任幹事                   | part-time clerk                              |
| 兼任輔導教師                 | part-time counseling teacher                 |
| 涼亭                     | pavilion                                     |
| 體育設備及器材室               | PE equipment room                            |
| 知動教室                   | perceptual motor skills classroom            |
| 表演劇場                   | performance theater                          |
| 人事雇員                   | personnel aide                               |
| 人事佐理員                  | personnel assistant                          |
| 人事助理員                  | personnel assistant                          |
| 人事室                    | personnel office                             |
| 人事室主任                  | personnel office director                    |
| 人事組員                   | personnel officer                            |
| 體能發展室                  | physical development exercise room           |
| 體育組                    | physical education section                   |
| 體育組長                   | physical education section chief             |
| 體育班組長                  | physical education section chief             |
| 復健中心                   | physical rehabilitation center               |
| 復健諮商室                  | physical rehabilitation counseling room      |
| 復健組                    | physical rehabilitation section              |
| 復健組長                   | physical rehabilitation section chief        |
| 物理治療師                  | physical therapist                           |
| 物理治療室                  | physical therapy room                        |
| 體能訓練教室                 | physical training classroom                  |
| 遊戲器材區                  | playground equipment area                    |
| 廣場                     | plaza  |
| 實用技能組                  | practical skills section                     |
| 實用技能組長                 | practical skills section chief               |
| 練習室                    | practice room                                |

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|------------------------|---|
| 實習處                    | practicum/internship administration office          |
| 實習處主任                  | practicum/internship administration office director |
| 實習組                    | practicum/internship administration section         |
| 實習組長                   | practicum/internship administration section chief   |
| 實習輔導組                  | practicum/internship support section                |
| 實習輔導組長                 | practicum/internship support section chief          |
| 糾察隊                    | prefect team  |
| 幼兒園                    | preschool   |
| 幼兒園主任                  | preschool director;<br>kindergarten director        |
| 家長會長                   | president of the parents association                |
| 校長                     | principal   |
| 校長室                    | principal's office                                  |
| 起居室                    | principal's suite                                   |
| 油印室                    | print and copy room                                 |
| 印刷室                    | printing room                                       |
| 裝配教室                   | product assembly classroom                          |
| 心理測驗室                  | psychology tests room                               |
| 廣播室                    | public address room                                 |
| 讀者服務組                  | reader services section                             |
| 讀者服務組長                 | reader services section chief                       |
| 閱覽室                    | reading room  |
| 會客室                    | reception room                                      |
| 會客接待室                  | reception room                                      |
| 休養室                    | recovery room                                       |
| 休閒活動區                  | recreation area                                     |
| 垃圾清運場及資源回收場            | refuse and recyclables collection station           |
| 護理師                    | registered nurse                                    |
| 學籍檔案室                  | registrar records room                              |
| 註冊組                    | registration section                                |
| 註冊組長                   | registration section chief                          |
| 補救教學教室                 | remedial education classroom                        |
| 研究發展處                  | research and development office                     |
| 研究發展處主任                | research and development office director            |
| 研究發展組                  | research and development section                    |
| 研究發展組長                 | research and development section chief              |
| 資源教室                   | resource classroom                                  |
| 盥洗間                    | restroom  |
| 盥洗室                    | restroom  |
| 廁所                     | restroom  |
| 門市服務教室                 | retail services classroom                           |
| 退休教師                   | retired teacher                                     |
| 退休教師辦公室                | retired teachers office                             |
| 學府藝廊                   | school art gallery                                  |
| 交通導護                   | school crossing guard                               |



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|------------------------|--|
| 駐校醫師                   | school doctor                              |
| 校史室                    | school history room                        |
| 校護                     | school nurse                               |
| 理化資優教室                 | science GATE classroom                     |
| 童軍教室                   | scouts room                                |
| 秘書                     | secretary                                  |
| 組長                     | section chief                              |
| 保全                     | security                                   |
| 警衛                     | security guard                             |
| 警衛(值勤)室                | security room                              |
| 技正                     | senior technical specialist                |
| 感統教室                   | sensory integration classroom              |
| 化糞池                    | septic tank                                |
| 服務員                    | service staff member                       |
| 技能檢定組                  | skill assessment section                   |
| 技能檢定組長                 | skill assessment section chief             |
| 社工室                    | social workers office                      |
| 備用普通教室                 | spare classroom                            |
| 特教教室                   | special education classroom                |
| 特殊教育教室                 | special education classroom                |
| 特殊教育處                  | special education office                   |
| 特教辦公室                  | special education office                   |
| 特殊教育處主任                | special education office director          |
| 特殊教育組                  | special education section                  |
| 特殊教育組長                 | special education section chief            |
| 專業治療室                  | specialized treatment room                 |
| 看台                     | spectator stands                           |
| 語言治療師                  | speech therapist                           |
| 運動場                    | sports ground                              |
| 操場                     | sports ground (中學以上);<br>playground (小學以下) |
| 運動傷害防護員                | sports injury assistant                    |
| 教職員餐廳                  | staff cafeteria                            |
| 教職員宿舍                  | staff dormitory                            |
| 交誼廳                    | staff lounge                               |
| 舞台                     | stage                                      |
| 樓梯                     | stairs                                     |
| 儲藏室                    | storeroom                                  |
| 倉儲室                    | storeroom                                  |
| 學生活動中心                 | student activity center                    |
| 學務主任                   | student affairs director                   |
| 學生事務處                  | student affairs office                     |
| 學生事務組                  | student affairs section                    |
| 學生事務組長                 | student affairs section chief              |

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|------------------------|---|
| 學生餐廳                   | student cafeteria                                       |
| 社團教室                   | student clubs classroom                                 |
| 社團辦公室                  | student clubs office                                    |
| 學生宿舍                   | student dorm  |
| 家長接送區                  | student drop-off/pick-up area                           |
| 實驗研究組                  | student lab section                                     |
| 實驗研究組長                 | student lab section chief                               |
| 資料組                    | student records section                                 |
| 資料組長                   | student records section chief                           |
| 學生資料檔案室                | student records storage room                            |
| 實習教師                   | student teacher (在學的實習教師);<br>intern teacher (已畢業的實習教師) |
| 代理教師                   | substitute teacher                                      |
| 工友                     | support worker  |
| 游泳教練                   | swimming coach  |
| 游泳池                    | swimming pool   |
| 桌球室                    | table tennis room                                       |
| 茶水間                    | tea & water room (無廚具);<br>kitchenette (有簡單廚具等)         |
| 教師                     | teacher   |
| 教師助理員                  | teacher's assistant                                     |
| 教師會辦公室                 | teachers association office                             |
| 教師會會長                  | teachers association president                          |
| 教師會室                   | teachers association room                               |
| 教學研究室<br>(教師辦公室)       | teachers office   |
| 教師室                    | teachers office   |
| 教材教具室                  | teaching aids and materials room                        |
| 教具室                    | teaching aids room                                      |
| 教具室管理員                 | teaching aids room custodian                            |
| 教學設備及器材室               | teaching equipment room                                 |
| 教材製作室                  | teaching materials prep room                            |
| 教學資源中心                 | teaching resources center                               |
| 技術交流處                  | technical exchange office                               |
| 技術交流處主任                | technical exchange office director                      |
| 技術服務組                  | technical services section                              |
| 技術服務組長                 | technical services section chief                        |
| 技士                     | technical specialist                                    |
| 臨時人員                   | temporary worker  |
| 實習餐廳                   | training restaurant                                     |
| 實習商店                   | training store  |
| 金庫室                    | treasury room   |
| 地下停車場                  | underground parking                                     |
| 副校長                    | vice principal  |

| 我國中小學校常用職稱及場所、單位名稱(中文) | 英譯   |
|------------------------|--|
| 志工室                    | volunteer room                                   |
| 洗滌區                    | washing and rinsing area                         |
| 水質過濾與消毒機電設備室           | water filtration and disinfection equipment room |
| 水資源再利用空間               | water reuse space                                |
| 西餐教室                   | western cuisine classroom                        |
| 輪椅觀眾席位                 | wheelchair seating area                          |

附註：

英譯使用說明

一、大小寫

1. 若在文章或一般對話中提及，通常使用小寫。例如文章中提到「人事室主任」，He is a personnel office director。
2. 若使用在單位、場所的標示或職稱名牌，通常使用大寫。例如「人事室主任」職稱名牌應大寫為Personnel Office Director。

二、括號()

1. 括號內的s視情況使用，例如「綜合球場」multi-sport ballcourt(s)，一般僅一個綜合球場使用單數，若同時有多個綜合球場時則使用複數。
2. 可自行決定是否要省略括號內的字詞，例如「地面式停車場」(surface) parking lot，其實parking lot已可清楚表達，但若強調「地面」的概念，則可保留surface，並將括號拿掉。
3. 括號內可加入需要的內容，例如「(專門)學程主任」director of (...) program，括號內可依需要自行加入English、art、computer或其他專門科目。
4. 可根據括號內的中文註解自行判斷選用，例如「住宿生輔導員」dorm adviser (正式稱呼)；dorm parent (暱稱)，在正式的場合可用前者，一般對話或非正式場合可用後者。