



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

TRANSLATOR/INTERPRETER/COMMUNITY LIAISON

**DEPARTMENT/SITE: DISTRICT OFFICE/SCHOOL
SITE**

**REPORTS TO: DIRECTOR, INSTRUCTION &
EDUCATIONAL TECHNOLOGY OR
DESIGNEE**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 36

WORK YEAR: VARIES

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director, Instruction & Educational Technology or Designee, to help the schools improve achievement for all English Learners by actively involving parents in their children's education as well as provide translations and interpretations from English to other languages for district publications, school site documents and other district materials as requested; to support families and school staff linguistically and culturally to increase English Learner student achievement and parent engagement; to motivate parents to be active participants in their children's education. The incumbents in this classification provide the school community with interpretation, translation and community outreach support activities, which directly support student learning.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Translator/Interpreter/Community Liaison is responsible for the accurate translation of documents that serve as the official recordation of eligibility determination and subsequent educational plans affecting the course of study for affected students. Additionally, the District Translator/Interpreter/Community Liaison is responsible for accurate interpretation services and acting as a community liaison resource.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Provide translations from English to other languages for District publications, site documents and other District materials as needed; reviews and edits translations for accuracy, context, readability and style.
- Provide interpretation services from English to other languages for parent-teacher conferences, District and site meetings, Individualized Educational Plan (IEP) meetings and other District and school-related events.
- Organize and attend English Learner Advisory Committee meetings, Education Coalition meetings, attendance/truancy meetings, parent education workshops and classes and Back to School nights.

- Organize and recruit parents for cultural and fundraising events (e.g., Halloween Carnival and International Festival).
- Conduct, analyze and report the ELAC's School Needs Assessment bi-annually in coordination with site principals.
- Assist in the planning and organization of parent education opportunities and recruit participants.
- Assist parents in locating community resources for their children and themselves to support learning.
- Be available on a scheduled basis at the school site to meet with parents and their children.
- Disseminate and receive information pertinent to connecting with the community.
- Assist and facilitate home visits, accompanied by a certificated staff member (e.g., teacher or principal); act as community liaison; engage with parents.
- Assist in the documentation and record keeping of parent education events, and/or home visits.
- Prepare a variety of documents (e.g., forms, letters, bulletins, hand books, correspondence, etc.); maintains files and records; operate large copy machine.
- Perform other duties related to the class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Correct English and other language usage, spelling, grammar, punctuation and composition
- Local social agencies and services, general needs and behavior of children safety practices
- Possess and use strong interpersonal skills including use of tact, patience, courtesy and confidentiality

Skills:

- Perform a variety of routine clerical duties such as filing and maintaining records
- Work effectively with the community
- Network with community agencies
- Plan, organize and administer parent education and outreach activities

Ability to:

- Read, write and understand English and other languages
- Demonstrate correct English usage, including grammar, spelling, punctuation, and vocabulary
- Assume the responsibilities involved in working independently
- Maintain confidentiality
- Understand and follow oral and written direction
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a satisfactory role model for students in terms of language, appearance and attitude
- Provide and operate own automobile
- Establish and maintain effective working relationships
- Be well organized and detail oriented
- Communicate effectively with parents, staff and students
- Keep all records associated with primary duties in an accurate and timely manner
- Demonstrate strong oral and written communication skills
- May make group presentations; District Translator/Interpreter/Community Liaison will work cooperatively and effectively with administrators and clerical support staff to facilitate this process districtwide

EDUCATION REQUIRED:

Two (2) years of college or AA degree or higher.

College education and/or working towards or a completed translation certificate of competency is desirable.

EXPERIENCE REQUIRED:

Voluntary or paid experience in working with children and adults is desirable.

Macintosh experience desirable but not required.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- School site, office and home environments and/or other indoor environments
- Carry small items up to 20 lbs.
- Hearing and speaking to exchange information
- Seeing in order to monitor and supervise students
- Use of hands and fingers to utilize technological equipment
- Bending at the waist, kneeling, crouching, or reaching to assist students and to retrieve and store materials
- Walking and standing for extended periods of time to provide instruction
- Sitting for extended periods of time
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions