

MONTEREY COUNTY OFFICE OF EDUCATION

**COMMUNITY LIAISON TRANSLATOR/INTERPRETER**

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 37.5

**DEFINITION:**

Under general direction of the Program Principal, the Community Liaison Translator/Interpreter performs simultaneous and consecutive English-Spanish interpretation and translation involving confidential and sensitive information pertaining to students receiving Special Education services; acts as a liaison between designated families and the Monterey County Office of Education.

**SUPERVISOR:**

Program Principal

**POSITIONS SUPERVISED:**

None

**QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Under supervision of the Program Principal, works with non-English speaking parents and families of special education students, assisting parents in the participation and implementation of special education programs
- Surveys parents to formulate recommendations for parents inservices and explores training opportunities for parents
- Under direction of administration disseminate changes and updates in regulations and requirements to parents
- Coordinates parents conferences and support groups, IEP meetings, and disseminates special education transportation information
- Assists in written and verbal communication to parents and special education staff
- Translates Special Education documents including but not limited to Procedural Safeguards, Placement Procedures, Individual Educational Plan Goals and Objectives, Assessment Procedures and Results, Medical Reports and related information, correspondence, communications and informative materials from English to Spanish and Spanish to English
- Serves as liaison between parents and MCOE personnel and Agency staff
- Performs simultaneous and consecutive English-Spanish interpretation at meetings between parents and officials from school districts, community organizations and agencies in a designated setting, in person, or over the phone
- Makes home visits with special education professionals
- Assists Spanish speaking parents with filling out a variety of forms pertaining to Special Education Program
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations
- Performs other related duties as assigned

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and addressing groups; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with

sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Any combination of education or experience equivalent to a high school diploma
- Certification as an Interpreter/Translator OR
- At least two years of college-level coursework in Spanish AND
- Demonstrated experience in interpreting and translating, preferably within a public agency

#### **Knowledge of:**

- English and Spanish including grammar, spelling, syntax, and vocabulary including idiomatic expressions in both languages
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Community resources and organizations

#### **Skills and Abilities:**

- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments in both English and Spanish
- Demonstrate strong organizational and planning skills and work independently without close supervision
- Be organized and meet schedules and time lines
- Demonstrate leadership qualities and exercise reasonable judgement in unusual circumstances
- Work a flexible schedule including evenings and weekends as necessary
- Establish and maintain cooperative relationships with those contacted within the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Work efficiently under pressure adapting to the speakers pace while interpreting simultaneously
- Handle information in a discreet and confidential manner
- Work as a team member
- Drive a vehicle to travel between designated work sites
- Make home visits
- Operate a vehicle safely and efficiently

#### **Licenses and Certifications:**

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

#### **Desirable Qualifications:**

- Post-secondary coursework in education
- Experience working with special needs students
- Experience working with migrant families
- Knowledge of medical terminology

(revised 12-10-15)