



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Project Liaison, Language Services**

**Class Code: 1440  
Work Days: 225**

**GENERAL PURPOSE**

Coordinate interpretation and translation services for the Orange County Department of Education (OCDE), local education agencies, and the general public; translate both oral and written materials from English to a specified foreign language and from a specified foreign language to English; provide responsible support to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher level management staff.
2. Exercises direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Provide training, coaching, and technical assistance to OCDE staff, school district staff, and the general public in support of interpreter/translator services.
  3. Coordinate the development of internal guiding translation documents and standards.
  4. Prepare written translations of technical, educational, and general material from English to a specified foreign language and from a specified foreign language to English.
  5. Provide simultaneous interpretations at meetings and conferences; produce verbatim translations of formal meetings using idiomatic expressions when appropriate.
  6. Assist in the development and preparation of program/training materials.
  7. Assist in the organization, scheduling, and facilitation of professional development trainings, workshops, and meetings.
  8. Review, edit, and proofread the translations of others for accuracy, context, readability, and syntax.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

9. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Plan, prioritize, assign, and review the work of staff responsible for providing services within Language Services Unit; prepare work schedules for appropriate staff.
12. Attend conferences, trainings, and meetings to remain abreast of current interpreter/translator practices in education.
13. Maintain records pertaining to program services, compile reports and statistical information needed for evaluation of program effectiveness, reporting purposes, and planning of duties.
14. Demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Grammar, spelling, punctuation, syntax, and idiomatic usage of English and a specified foreign language.
3. Adult learning theory and practice.
4. Effective instructional strategies.
5. Cultural competencies and awareness.
6. Appropriate language and interpersonal communication across diverse cultures.
7. Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Listen to English and speak, in private and public settings, in a specified language simultaneously.
4. Listen, speak, read and write fluently in a specified foreign language.
5. Plan and coordinate various projects.

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**Ability and Skill to (cont.):**

6. Communicate clearly and concisely, both orally and in writing in English and in a specified foreign language.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in the specified foreign language or related field and three (3) years of experience in translating materials in English and the specified foreign language and one year of experience in providing oral interpretation from English to specified foreign language.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 20 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is variably paced with variable pressure.

8/13, 7/17