Community Interpreter/Translator/Liaison

Purpose Statement

The Community Interpreter/Translator/Liaison plays a pivotal role in fostering effective communication and building strong relationships between schools and its diverse community. This position combines the responsibilities of a traditional School Community Liaison with the specialized skills of a Community Interpreter/Translator. The ideal candidate will be a skilled interpreter/translator and communicator, culturally competent, and committed to promoting inclusivity and student success through Language Access.

Essential Functions

Community Engagement and Support

- Develop positive relationships with students, parents, community organizations, local businesses, and other stakeholders.
- Act as a liaison between schools and the community, ensuring effective communication and information sharing.
- Provide support and resources to parents and guardians, helping them navigate the school system and support their children's education.
- When students are identified as facing academic, behavioral, or social challenges, collaborate with teachers, counselors, and families to develop intervention plans and connect them to community support
- Advocate for the needs of students and families within the school system and help address any language barriers to student achievement.
- Collect and analyze data related to community engagement to inform decision-making and identify areas for improvement.
- Assist in developing and implementing programs that enhance community engagement and student well-being.

Language Access

On-Site and Virtual Interpretation/Translations Services:

- Provide on-site interpretation during meetings, parent-teacher conferences, school events, and other relevant activities.
- Offer virtual interpretation services for remote meetings, phone calls, and other virtual interactions.
- Accurately convey spoken communication between individuals who speak different languages while maintaining the tone and context of the original message.
- Translate written documents, such as announcements, newsletters, permission slips, and presentations, to ensure that multilingual parents and students can access important information.
- Maintain the accuracy and cultural sensitivity of translated materials.
- Adhere to a strict code of confidentiality, ensuring that all information shared during interpretation and translation remains private and secure.
- As identified in the TTUSD Language Access Plan, adhere to the National code of ethics AND Standards of practice for interpreters in education.

Language Support Programs:

- Collaborate with school staff to develop and implement language support programs, such as bilingual education, English language learner (ELL) programs, and after-school tutoring.
- Identify and refer students who may benefit from additional language support services.
- Advocate for equitable access to language support resources for multilingual families.
- Support all departments in providing language access to our multilingual community.

Cultural Competence and Professionalism

- Demonstrate a deep understanding of the cultural nuances and sensitivities of the school's diverse community to ensure effective cross-cultural communication.
- Conduct oneself with professionalism and maintain a neutral stance during interpretation, avoiding personal opinions or biases that could affect the communication process.

Job Requirements & Skills

- A bachelor's degree in social work, counseling, community relations, linguistics, or a related field or three years of experience in related fields is preferred.
- Fluency in English and at least one other language (Spanish), with strong oral and written communication skills in both languages.
- Interpreter training and three years of experience in the field are preferred.
- Cultural sensitivity and awareness, with the ability to navigate and respect diverse cultural backgrounds.
- Interpersonal skills and the ability to build positive relationships with students, parents, teachers, and staff members.
- Organizational skills to manage scheduling and effectively prioritize assignments.
- Professionalism, punctuality, and reliability in fulfilling job responsibilities.
- Knowledge of educational terminology and practices is an advantage.
- Proficiency in using virtual interpretation platforms and software.
- Work as a team and work independently

Skills

To perform in this position, you'll need a blend of language, cultural, interpersonal, and organizational skills:

Language Skills
Fluency in English and at least one other language
Interpretation and Translation Skills

Cultural Competence
Cultural Sensitivity
Interpersonal Skills
Empathy

Organizational Skills
Time Management
Attention to Detail
Record-Keeping

Technical Skills
Technology Proficiency
Data Analysis

Additional Skills
Problem-Solving
Advocacy
Confidentiality
Impartiality while interpreting

Knowledge

A TTUSD Community Interpreter/Liaison needs a strong foundation of knowledge in the following areas:

Language and Cultural Knowledge:

- Fluency in multiple languages: Proficiency in English and at least one other language (Spanish).
- Cultural nuances: A deep understanding of different cultures, including customs, values, and social norms.
- Educational terminology: Knowledge of educational terms, concepts, and policies, especially related to language acquisition and special education.

Interpretation and Translation Skills:

- Simultaneous, consecutive interpretation and site translation
- Translation techniques, the ability to translate written documents accurately and effectively.
- Ethical guidelines: Knowledge of ethical standards and best practices for interpreters like confidentiality and neutrality.

Community Engagement and Advocacy:

- Community resources: Knowledge of local community resources and organizations that can support students and families.
- School policies and procedures: Understanding school policies, procedures, and regulations.
- Advocacy: The ability to advocate for the needs of students and families, especially those with language barriers while not acting as an interpreter.

Technology Skills:

- Language technology tools: Proficiency in using translation software, language learning apps, and other relevant technology.
- Virtual communication platforms: Familiarity with virtual meeting platforms like Zoom or Google Meet.

By possessing this knowledge, a Community Interpreter/Translator/Liaison can effectively bridge language and cultural barriers, foster strong community relationships, and promote student success.

Ability

Facilitate language access: Bridge language and cultural barriers between school staff, students, and families.
Provide support services: Connect families to essential resources and support services.
Advocate for student needs: Champion the needs of multilingual students and families.
Promote inclusivity: Create a welcoming and inclusive school environment for all.
Enhance educational outcomes: Improve academic achievement and social-emotional well-being of multilingual students.

Responsibility

Responsibilities include:
Language Access:
Provide on-site and virtual interpretation services for meetings, conferences, and events.
Translate written materials, such as school documents, newsletters, and forms.
Facilitate communication between school staff, students, and families with language barriers.

Community Engagement:
Build relationships with parents, guardians, and community organizations.
Advocate for the needs of multilingual students and families.
Organize and participate in community events and workshops.

Cultural Competence:
Demonstrate understanding of diverse cultures and perspectives.
Promote cultural sensitivity and inclusivity.
Address cultural barriers that may impact student success.

Professionalism and Ethics:
Adhere to ethical standards and confidentiality.
Maintain professionalism and neutrality during interpretation and translation.
Participate in ongoing professional development.

Administrative Tasks:
Manage schedules and coordinate appointments.
Maintain accurate records of services provided.
Utilize technology tools for efficient communication and documentation.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity,
hearing and speaking to exchange information and make presentations.
The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Experience:

A TTUSD Community Interpreter/Liaison needs job-related experience in language interpretation, translation, cross-cultural communication, and community engagement. The job-related experience in an educational setting is preferred.

Certificates & Licenses:

None Specified

Education:

High School Diploma or equivalent
A bachelor's degree in social work, counseling, community relations, linguistics, or a related field or three years of experience in related fields is preferred.

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Coordinator of Translations and Bilingual Community Services

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Range 25

Work Year
228 days (Classified Calendar 2)