

CLASSIFIED JOB DESCRIPTION

COMMUNITY RELATIONS LIAISON

JOB SUMMARY:

Under general supervision, plans, conducts, and coordinates community activities with a focus on students; administers examinations to assess and certify Spanish language proficiency of classified or certificated employees and applicants; reviews and modifies testing materials as required; performs oral interpretations; develops, edits, translates, and prepares complex and specialized written translations to and from English to Spanish; performs a wide variety of office-clerical duties of complex difficulty; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Plans, conducts, and coordinates educational activities with bilingual community members.
- Establishes rapport with lay leaders of the community.
- Translates technical and non-technical documents, brochures, bulletins, and curriculum programs.
- Performs complex office-clerical duties.
- Administers tests to bilingual applicants and employees.
- Provides simultaneous translation and assists as needed at parent meetings, DAC, DELAC, and other meetings.
- Researches information on specific subjects for translation purposes.
- Reviews/edits translations by others.
- Maintains records related to bilingual tests.
- Reformats text tables, graphs, forms, texts, and report cards.
- Assists LEP assistants and Spanish-speaking parents with information.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicant must have had two years of full-time recent successful experience translating and interpreting from English to Spanish and vice versa and two years recent experience at the level of Clerk-Typist II or equivalent.
- Ability to: Communicate effectively with groups and individuals and to establish rapport with lay leaders of the community and agencies; perform simultaneous interpretation, apply protocols used to assess Spanish language oral and written skills, as prescribed by coordinating institution (e.g. CVESD, ACTFL); express thought and translate in writing grammatically and idiomatically correct; interpret nuances from English to Spanish and from Spanish to English; follow oral and written directions; work cooperatively with others under pressure; and type at a speed of at least 45 net words per minute in English and Spanish.
- Knowledge of: Practices involved in coordination with community groups; techniques and methodologies to assess Spanish oral and written skills; correct English and Spanish vocabulary, spelling, and grammar rules; and modern office practices and procedures, including the preparation of various forms of correspondence, filing, general office, and computer literacy to operate computerized equipment.

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- High school diploma or GED required.
- Completion from a two- or four-year college program or equivalent is highly desirable, including or supplemented by courses in translation and interpretation in English and Spanish, and computer applications for the office. Willingness and ability to undergo training and obtain certification to administer oral and written proficiency tests targeting the Spanish language.

Classified Salary Schedule: Range 32

BOARD APPROVED: 05/08/01

REVISION DATES: 07/16/23

08/09/2023