

CLASS SPECIFICATION

**FAMILY RESOURCE LIAISON/
TRANSLATOR – BILINGUAL (KOREAN)**

DEFINITION

Under general supervision of the Executive Director of Educational Services, provides oral and written translations from English into the designated language or from the second language into English; perform routine clerical duties; act as the liaison for the community stakeholders; and perform other related duties as necessary or required.

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District.
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed.
- Exercise appropriate judgment and discretion, requesting assistance when needed.
- Independently handle inquiries and concerns, and resolve problems on his/her own initiative where matters do not require the personal attention of the administrator.
- Translate all District and school communications and edit for accuracy, comprehensibility, grammar and syntax, and appropriateness of words and phrases; serve as a technical resource.
- Oral and written translation in all aspects of state and federal program compliance, including the Special Education process and Individual Education Plans.
- Interpret at a variety of District and school events.
- Express either approximate or exact translation, depending on the nature of the occasion and assignment.
- Listen to and complete statements in one language, translate to the designated second language, and translate from second into first language in consecutive interpreting.
- Coordinate and prioritize requests for translation services from all District staff.
- Receive briefings on subjects to be discussed prior to the interpreting session.
- Act as liaison with all stakeholders, communicating pertinent information using a variety of communication modes.
- Assist with facilitating parental involvement activities to include parent training and orientation meetings, parent advisory council meetings, and parent activity nights.
- Perform common clerical duties necessary to complete translation assignments.
- Utilize a variety of software applications, including bilingual word processing software, word processing software, database software, and presentation software.

ORGANIZATIONAL RESPONSIBILITIES

This is a single position classification which operates under the supervision of the Executive Director of Educational Services; this position may provide support to school office staff, various district personnel and community stakeholders.

QUALIFICATIONS

To perform this job successfully, an individual must possess the following:

Knowledge of:

- English and another designated language so as to read, write, interpret, translate, and speak accurately and fluently, including grammar, spelling, and punctuation of English and the other designated language
- Idiomatic expressions in both English and the other designated language
- Public speaking skills
- Proofreading
- American and other designated cultures
- Modern office practices and procedures, including the preparation of business correspondence, and filing
- Operation of standard office equipment including basic computer functions and programs
- Basic arithmetic
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Read, interpret, and translate English to the other designated language and from the other designated language to English concisely and accurately
- Use bibliographic references and research resources in English and other designated language publications
- Exchange information in person, on the telephone, and by electronic means
- Provide information in an understandable manner
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Understand and carry out oral and written instructions
- Work cooperatively with others
- Multitask job duties while meeting schedules and timelines
- Operate a variety of office and translating equipment
- Travel between multiple sites using personal transportation

Education/Experience/Required Certifications:

- Graduation from high school or equivalent
- Two years of related experience involving the translation of written and oral material from English into a designated foreign language
- College-level courses in language or other related courses desirable
- Possession of a valid California driver's license

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees are regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear. Employees frequently are required to walk or sit, this position may require you to sit for extended periods of time. Employees are occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Employees in this position are frequently in direct contact with the public, parents, students, employees, and attorneys. This position may be a high-volume position and may work without direct and/or constant supervision. Have direct contact with public and other district staff, frequently in difficult and/or negative interpersonal situations; negative interaction resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision

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