



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

Coordinator, Language Services

Class Code: 1631

Work Days: 225

GENERAL PURPOSE

Coordinate and provide specialized services in support of language services for the Orange County Department of Education (OCDE), local education agencies, and community partners; coordinate assigned activities with other units, divisions, local education agencies, and community partners; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being 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; and implement policies and procedures.
 2. Provide consultation, technical assistance, resources, and information to districts, community agencies, and others related to interpreting and translation services; and manage and facilitate activities to support services.
 3. Coordinate the development of translation standards, guidelines, and resources for use countywide and ensure consistency and cultural sensitivity.
 4. Implement professional best practices for interpreters and translators in K-12 settings, ensuring the application of ethical principles in interactions.
 5. Assist in the development and implementation of interpretation and translation units at school districts in the county and throughout the state.
 6. Develop, plan, schedule, and facilitate training seminars and workshops for multilingual staff, district, and outside agency multilingual leaders, translators, and interpreters.
 7. Participate in the planning, coordination, and promotion of local, county, and statewide conferences, trainings, and large-scale events, including event coordination, activity development, workshop facilitation, and the preparation of marketing materials, including news releases, flyers, schedules, pamphlets, and brochures.
 8. Recruit and manage on-call interpreters and translators; assess needs and priorities and develop a plan of action to meet identified needs.
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9. Maintain awareness of new developments related to interpreter/translator practices in education; incorporate new developments into programs as appropriate.
 10. Support the recruitment and hiring of multilingual staff for all OCDE school districts.
 11. Participate in the preparation and administration of the program budgets, submit budget recommendations, and monitor expenditures.
 12. Establish and maintain effective working relationships with state and local community organizations, businesses, and related groups.
 13. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 14. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
 15. Demonstrate attendance sufficient to complete the duties of the position as required.
 16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, and activities of language services.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Grammar, spelling, punctuation, syntax, and idiomatic usage of English and a specified foreign language.
5. Modern principles and practices of program development, implementation, and adult learning.
6. Appropriate language and interpersonal communication across diverse cultures.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
8. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
9. Recent developments, current literature, and information sources related to translation interpretation.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for language services.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Listen, speak, read, and write fluently in a specified foreign language.
5. Coordinate, direct, and implement language services suited to the needs of the community.

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6. Establish and maintain effective working relationships with various constituencies.
 7. Interpret and explain laws, codes, contracts, policies, and procedures.
 8. Develop and present training materials.
 9. Prepare clear and concise correspondence, reports, and other written materials.
 10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and communicate clearly and concisely, both orally and in writing, in English.
 11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in the specified foreign language or a related field and four (4) years of project management experience; three (3) years of experience in translating materials in English and the specified foreign language and one (1) year of experience in providing oral interpretation from English to specified foreign language; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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.

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 essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.