



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

Project Assistant, Language Services

Class Code: 1521

Work Days: 225

GENERAL PURPOSE

Assist in the facilitation, implementation, and coordination of interpretation and translation services with Orange County schools; provide interpreting and translation services for the Orange County Department of Education; provide information and guidance to schools and school districts regarding services; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management 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. Assist in the implementation and evaluation of program goals, strategic plan, objectives, and action plans.
 2. Assist in the facilitation and implementation of language services for OCDE staff, school district staff, and the public.
 3. Provide interpretation/translation services for OCDE programs, staff, parents, and students for meetings, interviews, and telephone calls in one-on-one and group settings.
 4. Interpret simultaneously or consecutively during various meetings, including conferences, networking opportunities, Administrative Review Panels, inter-district appeals hearings, and Individualized Education Plan meetings.
 5. Translate complex documents presented by OCDE staff, school districts, and other individuals both orally and in writing.
 6. Prepare written translations of instructional and educational materials, correspondence, and forms from one language to another.
 7. Assist leadership staff with special projects.
 8. Review translated material for accuracy, content, readability, grammar, and syntax.
 9. Respond to inquiries from staff, parents, teachers, administrators, and the public.
 10. Assist with the maintenance of the website and expansion of social media presence when needed.
 11. Assist with the preparation of program materials, including general correspondence, flyers, event schedules, programs, brochures, and other materials.
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12. Assist in the organization, scheduling, and facilitation of trainings, workshops, and meetings.
 13. Attend conferences, trainings, and meetings to remain abreast of current interpreter/translator practices in education.
 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. Basic principles of interpretation and translation.
2. Grammar, spelling, punctuation, syntax, and idiomatic usage of English and a specified foreign language.
3. Effective instructional strategies.
4. Cultural competencies and awareness.
5. Appropriate language and interpersonal communication across diverse cultures.

Ability and Skill to:

1. Develop, assess, and act upon goals and objectives.
2. Manage multiple competing priorities efficiently and effectively.
3. Listen to English and speak, in private and public settings, in a specified language simultaneously.
4. Maintain awareness of interpreter and translator education trends and best practices.
5. Listen, speak, read, and write fluently in a specified foreign language.
6. Successfully plan, organize, and direct an assigned project from start to finish.
7. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
8. Establish and maintain effective working relationships with various constituencies.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English and a specified foreign language, and 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 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 variably paced with variable pressure.