

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Bilingual Aide

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Supervisor: Teacher or Head Teacher

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Assists children, family, and staff by providing bilingual learning opportunities to limited English speaking children. The bilingual aide also facilitates communication between home and school both verbally and in writing.

### **Essential Duties and Responsibilities**

- Partner with the classroom teachers to support learning and development by interpreting for limited English speaking children as needed.
- Assist staff in recruiting and enrolling limited English speaking families.
- Assist social service staff in communicating with limited English speaking families by interpreting as needed at meetings, conferences, etc.
- Assist center staff in translation of basic written information for families as needed.
- Model appropriate behavior and interact in a positive, friendly and courteous manner with children, and families in order to build and foster responsive relationships.
- Assist in completing screenings and assessment of children by interpreting information as needed.
- Support for special events or activities for limited English speaking families.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to write reports and correspondence, and read and interpret documents both in English and in the family's primary language.
- Ability to speak effectively to groups of children, parents, staff, and community members in English and in family's primary language.

#### **Education**

##### *Minimum*

High school diploma or GED.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title