

SHASTA HEAD START CHILD DEVELOPMENT, INC

Language Services Assistant

Supervisor: Child Development Services Manager

Classification: Non-Exempt

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 in the delivery of educational and social services to children and parents with limited or no English proficiency. Provides translations both verbally and in writing as to assist children, families and staff. Access and utilize resources and services necessary to accomplish the goals established for the child, family or staff.

Essential Duties and Responsibilities

- Responsible for the translation of languages both verbally and in writing for the benefit of the child, the child's family, and staff.
- Assist Shasta Head Start classroom and social service staff in the full delivery of services to the child and the child's family.
- Assist staff in recruiting and enrolling limited or non-English speaking families.
- Assist staff in all child screening and assessments to ensure the full delivery of services to each child.
- Attend meetings for the purpose of receiving and conveying information and providing translation services.
- Provide support for special events or activities.
- Responsible for the translation and proofing of documentation as assigned.
- Support parents in understanding Head Start policies, procedures, and resources.
- Function as bilingual aide at the centers as needed.

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.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

Education

Minimum

High School diploma or the equivalent education in a foreign school.

Desired

A.A. Degree in Psychology, Social Work, Human Development, or related field.

Training and Experience

Minimum

Two years experience providing translations in an educational and/or social services setting.

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.

.....

ACKNOWLEDGEMENTS:

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

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title