

SHASTA HEAD START CHILD DEVELOPMENT, INC

Language Services Coordinator

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

Translates documents, forms and other material following established rules pertaining to factors such as word meaning, sentence structure, grammar, punctuation and mechanics. Coordinates and supports involvement for parents in a variety of ways using their primary language, which includes parent training as well as training for bi-lingual aides and staff as needed. Assists Child Development Manager as necessary with duties relating to Language Services for Shasta Head Start.

Essential Duties and Responsibilities

- Receive prioritize and complete interpretation requests.
- Accurately translate agency forms, newsletters, reports, booklets, calendars and other documents.
- Coordinate Bilingual Aide activities including tracking the notification of ELL and determining the placement and scheduling of the bi-lingual aide.
- Conducts training for parents, bi-lingual aides and SHS staff as needed.
- Conduct child language assessment as needed; responsible for tracking and assessing assessment data.
- Provide reports on child language outcomes in graph format.
- Provide interpretation services when needed for trainings, parent meetings, I.E.P.'s or CST's, or Policy Council.
- Assist with intake applications for Spanish speaking families.
- Coordinate the interpretation of literacy materials and resources in the various languages of children of the center as needed by the Child Development Department.
- Order bilingual curriculum materials 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 at a high level, both in English and in Spanish.
- Ability to effectively present information and respond to questions from managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public in English and in Spanish.
- Basic Math ability, and ability to compute and to draw and interpret bar graphs.
- Ability to solve practical problems.
- Ability to analyze data.

- Knowledge of various computer software such as; Word document, Excel, Power-Point, Publisher, Child Plus, and all basic office equipment.
- Effective communication with individuals as well as with small groups.

Education and Experience

Minimum

High school diploma or GED. Four years combined education and experience providing Spanish to English translation in an educational and/or social services setting. Experience in early childhood education preferred.

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 50 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.

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title