Job Title:	English Language Support Staff (Chuukese Language Translator)	Work Site Location:	Appleton Head Start Classroom
Department:	Head Start	Hours:	40 hours/week – 9-10 months/year
Reports To:	1.Classroom Teacher 2.Education Manager	Days per Week:	Monday – Thursday, 7:30 am – 3:45 pm, Friday, 7 hours excludes 30-minute lunch break
Salary Range:	TBD	Employment Status:	Regular Part Time/Non-Exempt

Job Summary:
To effectively interpret for non-English speaking children and parents in both classrooms and on home visits to ensure full participation for children and their families. To comply with Head Start Performance Standards and Minnesota Department of Children, Youth and Families (DCYF) regulations.

Primary Responsibilities:

1. Assist bilingual students with language and understanding.
   a. Greet children at the door as children arrive and leave at the end of the day.
   b. Sit and eat with children at breakfast, noon, and during snack.
   c. If required, supervise students getting on and off the bus.
2. Assist in interpreting at Parent Teacher Conferences for the Creative Curriculum Assessment: Fall, Winter, and Spring.
3. Assist in interpreting at Home Visits two times a year: Fall and Spring.
4. Participate in group circle time, music, stories, physical education, lessons, etc.
5. Work with all children to encourage socialization between English and non- English-speaking children.
6. Assist teacher or other staff in other duties pertaining to Head Start.
7. Encourage parents to participate in parent meetings, available trainings, and volunteering in the classroom.
8. Interpret for bi-lingual parents on home visits, and at parent meetings and policy council, as needed.
9. Assist teachers with understanding cultural differences.
10. Assist parents with completing Parent, Family, Community Engagement duties as assigned.
11. Assess children in their home language and in English, using Teaching Strategies Gold.
12. Assist Teacher with inputting documentation into Teaching Strategies Gold and during Checkpoints: Fall, Winter, and Spring.
13. Mandatory attendance at Staff Meetings/Trainings to ensure compliance with MN State Licensing and the Head Start Performance Standards.
14. Assist with toileting, diapering, and bathroom breaks for all students.
15. Perform all Assistant duties as delegated by the Teacher, regardless if the Assistant is present or not.
16. Ensure child to adult ratio is met when other staff are absent.
17. Assist with completion of Brigance.
18. Dependable attendance; immediately notify supervisor if absent.

Qualifications and Skills:

1. Past or present Head Start parent preferred.
2. Ability to relate to students and their parents in the program.

3. Ability to take directions.
4. Ability to help with all activities planned in the classroom.
5. Ability to be sensitive, respectful, and accepting of all families.
6. Demonstrate agency and program values in job performance.
7. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
8. Maintain confidentiality in accordance with agency policy and federal/state regulations.
9. Must pass a background check.
10. Obtain a Family Service Credential, if required.

Agency Requirements to Obtain and Maintain Employment:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.
4. Maintain first aid and infant/child CPR training certification.
5. Pass an initial TB screening.
6. Pass an initial physical with recurring checkup five years thereafter.

Job Restrictions:

While performing duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE.
EMPLOYEE WILL ALSO PERFORM OTHER REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This document does not constitute a written or implied contract of employment and may be revised by the agency at any time.