POSITION TITLE: English Language Support Staff (Spanish Language Translator)
RESPONSIBLE TO: Teacher in classroom where interpreting 2. Education Manager
WORK SITE LOCATION: Montevideo Head Start Classroom
HOURS OF WORK: 40 hours/week, 9-10 months/year
DAYS PER WEEK: Monday – Thursday: 7:30am – 3:45pm, Friday: 7 hours excludes 30 minute lunch break
SALARY RANGE: $16.00-$17.00, based on education and experience
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 Dept. Of Human Services regulations.

PRIMARY JOB FUNCTIONS:

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, Winter 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, training available, 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.

SKILLS AND QUALIFICATIONS:

1. Past or present Head Start parent preferred.
2. Ability to relate to children.
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 & 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. Pass an initial TB screening.
5. Pass an initial physical.
6. School Holiday's will not be paid by Prairie Five Head Start. Seven hours of PTO must be used for this time before Leave Without Pay can be taken.

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, and employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment.

I acknowledge that my employment at Prairie Five Community Action Council is "at-will", meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered into my employment with Prairie Five voluntarily, and acknowledge that there is no agreement or contract express or implied between Prairie Five and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manger or representative of Prairie Five has any authority to alter the at-will relationship.

I am able to perform the essential functions of this job without accommodations. IF an accommodation need should arise, the Prairie Five HR Department and the Head Start Director, need to be notified immediately.

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Signature Date

EOE/AA/ADA EMPLOYER