

Job Description

FAMILY INTERPRETER/TRANSLATOR

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Visits families with the Home Based Teacher and Family Advocate, reading Spanish materials and forms to parents, interpreting information from the Family Advocate or Home Based Teacher to families and vice-versa, and assisting parents as needed in understanding program materials and procedures.
2. Assists the Home Based Teacher in conducting socialization activities when children are present, interpreting staff's directions, conversations, etc., for non-English speaking children.
3. Attends parent group meetings, parent/teacher conferences, and center activities as directed by the Social Service Coordinator and Site Supervisor, to interpret for non-English speaking parents.
4. Translates PACT materials/information into Spanish on an on-going basis, as directed by the Social Service Coordinator and the Site Supervisor.
5. Facilitates the development of responsibility and self regulation in non-English speaking children by following the procedures in the child management training guide, giving verbal guidance in Spanish as necessary.
6. Uses a wide repertoire of teaching strategies to enhance non-English speaking children's learning and development, following the teacher's lessons plans and lead in the classroom.
7. Provides interpretation services for phone calls received from, and phone calls that need to be made to, non-English speaking parents and community members.
8. Assists the Family Advocate and Home Based Teacher with recruitment of Spanish speaking families on an ongoing basis.
9. Prepares and submits records including, but not limited to, time and mileage.
10. Attends specified staff meetings and training activities.
11. Communicates with teachers, aides, and family advocates on a regular basis to coordinate ongoing child and family needs.
12. Assumes responsibility for the familiarity of and compliance with all Head Start Performance Standards.

13. To the extent able, performs such other duties and responsibilities as assigned by the Supervisor, or as may be required under applicable agency programs, contracts or grants. Nothing herein shall be construed as limiting the authority of the Director or the supervisors from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires education equivalent to completion of the 12th grade, be 19 years of age or older and meet one of the three requirements:

- A) Sixty semester or equivalent quarter hours of credits from an accredited college or university, with six semester or equivalent quarter hours in course directly related to child care and/or child development from birth to age six; or
- B) Proof of one year (1560 clock hours) child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester or equivalent quarter hours of credits in courses directly related to child care and/or child development from birth to age six; or
- C) Completion of the credentialing program of the CDA National Credential Award System with a current credential as a Child Development Associate (CDA), including 120 training hours, within 2 years of hire.

Requires the ability to translate accurately from English to Spanish, and from Spanish to English in both oral and written form.

Requires the commitment to parents as educators of their own children.

Requires the ability and willingness to follow and comply with written and verbal directions, assignments and instructions from the appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, and submit required program materials according to agency timelines.

Requires reliable transportation to and from the work site, and for program activities. Keeps a current automobile certificate of insurance on file.

Requires the ability to meet all DCFS licensing requirements for employees including the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development, the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background and fingerprint check.

Requires the ability to lift and carry program materials, or supplies into offices, and socialization sites, up to 30 lbs, or to assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child=s eye level, to play with children and to pick up toys and equipment from the floor. Lifts, carries, and holds children up to 75 lbs. Assists children with physical, behavioral and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times, on the bus, in the classroom, on the playground, and on field trips.

Requires the ability to work well with young children using developmentally-appropriate practices in the classroom, field trips, and on home visits.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources, in order to enhance job development skills.

REPORTS TO: Site Supervisor

EMPLOYED: 40 hours per week, 42 weeks per year

SALARY:

OVERTIME STATUS: Non exempt