

Economic Security Corporation Job Description

Job Title: Language Assistant
Department: Head Start/Early Head Start
Reports To: Area Supervisor
FLSA Status: Non-exempt
Revision Date: December 14, 2015
Job Classification: Grade 3

SUMMARY

The Language Assistant translates documents and other materials from one language by reading material and rewriting material in specified language, following established rules pertaining to factors, such as word meanings, sentence structure, grammar, punctuation, and mechanics. The Language Assistant translates spoken passages from one language into another. This position also assists the staff in providing comprehensive education and early childhood development activities to children and parents in the classroom, as well as in the home.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Translates all written material from English to another language by reading material and rewriting material into a specified language.
2. Expresses either approximate or direct translation, depending on nature of occasion.
3. Translates notes from staff to parents from English to appropriate language.
4. Provides consecutive, simultaneous translation between languages.
5. Listens to complete statements in one language, translates to second, and translates responses from second into first language in consecutive interpreting.
6. Translates orally during the application and enrollment process.
7. Accompanies staff on home visits to provide translation services.
8. Provides translation services for families and staff during phone calls, parent meetings, screenings, doctor/dental visits, IFSP/IEP meetings, socializations, parent/teacher conferences, home visits, and policy council meetings when needed.
9. Promotes dual-language learning with bilingual children and parents in all settings.
10. Assists the staff in instructing children in the classroom or in the family's home to meet each individual child's needs, ensuring to always support the child's home language.
11. Provides active supervision at all times.
12. Provides translation services for families in community settings when necessary.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in both languages in one-on-one and small group situations to clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements. Must complete at least 12 clock hours of childcare related training each year, if required by program. May be required to obtain a Commercial Driver's License.

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 talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel,

reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee is required to have manual dexterity sufficient to reach/handle items and work with the finger. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to weather conditions. The employee occasionally is exposed to fumes or airborne particles and outdoor weather conditions. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name