

## CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

### Job Description

**POSITION TITLE:** Bilingual Assistant                      **DEPARTMENT:** Children's Program

**POSITION REPORTS TO:** Center Manager              **FTE:** 15% - 100%

**POSITION DURATION:** as funds permit              **WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0                                      **APPROVED BY:** Policy Council  
**APPROVAL DATE:** 05/10/17

**APPROVED BY:** SDA  
**APPROVAL DATE:** 03/17/17

#### POSITION SUMMARY:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities of the program in order to meet the intellectual, emotional, social, and physical needs of Head Start children and their families. The individual must be able to work with children, families, staff and the community in a positive manner. S/he must be open and friendly with parents to encourage communication. In doing this work, the Bilingual Assistant is responsible to help the center staff with interpreting and translating.

#### QUALIFICATIONS:

1. High School diploma or equivalent or at the recommendation of interview team with approval of Policy Council and Director.
2. Ability to effectively and accurately interpret and translate in the family's native language and in English.
3. Some experience working with preschool children, and/or education in early childhood care and education field. Prefer a knowledge of early childhood education and developmentally appropriate practices.
4. Must have current pediatric and adult First Aid/CPR cards within 60 days of hire.
5. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Evidence of ability to work in a cooperative team manner and to follow directions and program policies.

7. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
8. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
9. Must be on the Central Background Registry, pass a pre-employment drug screen and have a negative TB test.
10. Must have basic working computer skills and knowledge.
11. Must be willing and available to work flexible hours.
12. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
13. Ability to occasionally lift up to 50 lbs.
14. Experience working in social service or related field.
15. Ability to work with low income and/or special needs families, including families from a diverse population.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the education staff in planning and implementing a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curricula of our program.
  - a. Participate in weekly and monthly planning for classroom activities.
  - b. Share the responsibility with the teacher of preparing, implementing, and evaluating daily classroom activities.
  - c. Assist the education staff in carrying out the individual goals set for each child in the classroom and on home visits.
2. Assist the education staff in maintaining written records on individual children and their families, includes data collection in the classroom.
  - a. Assist in developing the individual education plans for each child in a timely manner and updating them regularly.
  - b. Assist in assessing each child's developmental needs regularly.
  - c. Assist in completing written observations.
3. Must be open and friendly with parents to encourage communication.

4. Work in the classroom with the children, following the guidance of the teacher, interpret for children and volunteers as needed. Assist the education staff in child guidance and supervision in a consistent, positive manner.
5. Assist the education staff in developing and maintaining a safe and healthy environment.
6. Contribute to the operation of the center and program by attending and participating in center and program staff meetings, and sharing information gained at required trainings and workshops
7. Attend and participate in center and program meetings and trainings.
8. Translate written materials, such as monthly calendars, newsletters, parent meeting minutes, and memos that go home to families.
9. Accompany staff on home visits as a translator when requested by Center Manager.
10. Assist with screening, testing, and evaluation as requested.
11. Interpret at parent meetings and/or trainings as requested by Center Manager.
12. Maintain a working knowledge of program plans, policies, and performance standards.
13. Work in multiple sites in the county or classrooms in a center.
14. Must maintain program and client confidentiality policies.
15. Be open to grow professionally and accept constructive guidance.
16. Perform other duties as assigned by supervisor.

Number of Hours per Week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*