



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION

Northcoast Children's Services
Head Start / Early Head Start

SPECIAL AIDE – INTERPRETER

Under the supervision of the Center Teacher, the Special Aide is responsible for working cooperatively with the classroom staff and volunteers to ensure that the children are appropriately supervised and that their individual needs are being met in the group setting. Under the daily guidance of a Home Visitor or Center Teacher, the Interpreter is responsible for facilitating communication between non-English speaking and English speaking children, families, staff and community members and agencies. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Works closely with the Center Teacher and Associate Teacher or Home Visitor to plan and implement developmentally appropriate activities for the children in the program.
2. Understands the educational goals and objectives for the non-English speaking child.
3. Works closely with the Center Teacher or Home Visitor to assist in implementing a program for non-English speaking children.
4. Assists the children with self-help skills and daily routines.
5. Creates a warm and accepting environment that encourages independence and self-esteem in the children.
6. Approaches the children, parents and other staff members with respect, being sensitive towards each individual's rights, needs and cultural/socioeconomic backgrounds.
7. Becomes familiar with and adheres to the policies and procedures of Northcoast Children's Services.
8. Respects the confidentiality of information regarding all children and their families, as well as, other staff members.
9. Communicates and works effectively with other staff members.
10. Participates in team and regional meetings, and inservice training as required.
11. In collaboration with classroom staff, evaluates daily program and individual children's progress.
12. Implements guidance techniques with children that are appropriate to the situation and developmental level of the child.
13. Assists in preparation, service, and clean-up of food program as needed.

14. Takes a partnership role in set-up of the classroom environment and assists with the daily clean up of the facilities.
15. Fulfills additional responsibilities in the program as needed.
16. Serves as an Interpreter in classrooms, socializations, parent meetings and on home visits upon the supervisor's request.
17. Assists families in utilizing available community health, nutrition, social service, education, special education and public school programs.
18. Provides written and oral translation of materials from the primary language to English and vice versa as needed.

QUALIFICATIONS:

1. Prefer 6 – 12 semester units in Early Childhood Education or be enrolled in 2 semester ECE units each semester until completion of the 12 units including the core courses.
2. 6 months experience working with young children.
3. Must be able to follow directions and be consistent.
4. Must be sensitive to the needs and characteristics of young children.
5. Must be dependable, responsible, flexible, and willing to learn.
6. Must communicate effectively and be functionally literate in English.
7. Must be willing to work flexible schedule as needs arise.
8. Be in possession of :
 - valid driver's license
 - evidence of current automobile liability insurance
 - good driving record
 - reliable vehicle available for use during working hours.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry objects up to 25 pounds; and children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.