

# Head Start Child & Family Development Centers, Inc.

## Job Description

**Title:** Interpreter/Aide  
**Class:** HS-1  
**Supervisor:** Teacher  
**Office Location:** To be Assigned

Revised: 8/2012

### Job Summary:

The Head Start Interpreter/Aide assists the teacher in planning, organizing and supervising the children's daily classroom activities. The Interpreter/Aide is responsible for communicating with children and families who speak a language other than English. The Interpreter/Aide participates in consultations with the parents, and may substitute for the classroom teacher aide if necessary. Tasks are performed under the direct supervision of a classroom teacher.

### Job Responsibilities:

- Works directly with children, ages 3-5 years, in their daily classroom activities;
- Assists the teacher in planning the children's individual and group learning, indoor play activities, field trips, music and art, hygiene and nutrition programs;
- Organizes the program materials needed for classroom activities;
- Assist staff in determining primary language skills;
- Assist staff in screening children in their primary language and secondary language;
- Assists staff at Monthly Parent Meetings;
- Participates in individual conferences/home visits as needed for interpretation of information shared;
- Works with parent volunteers in the classroom;
- Accompanies families when necessary to assist with appointments dealing with screening, evaluation or diagnosis of a suspected disability;
- Maintains center cleanliness and order;
- Attends staff meetings, training sessions, etc.; and
- Performs other duties as required.

### Supervisory Functions: None

### Qualifications:

- Completion of a high school education;
- Satisfactory completion of one non-credit course in early childhood education approved by the Wisconsin Department of Health and Human Services; OR satisfactory completion of one for-credit course in early childhood education or its equivalent at an institution of higher education; OR willingness to enroll in such a course within 6 months after assuming the position;  
*\*By June 2013, all center-based teacher assistants & interpreters shall have a Child Development Associate Credential (CDA) or an Associate or Baccalaureate Degree or Shall be enrolled in a CDA program to finish within a two (2) year time span.  
Those that are enrolled in an Associate Degree program from a technical college must complete the program by June 2015 or may select to transfer to the CDA program in order to have the proper certification by June 2015.  
Those that are not enrolled by June 2013 nor have the requirements by June 2015 shall be replaced.*
- The State of Wisconsin's Division of Day Care Licensing requires that those who work more than 20 hours per week shall participate in at least 25 hours of continuing education each year. Those who work 20 hours or less per week shall participate in at least 15 hours of continuing education each year. Food service personnel shall document annual training of at least 4 hours in kitchen sanitation, food handling and nutrition. HSCFDC maintains procedures to ensure compliance with this policy.
- Good knowledge of preschool child's mental, emotional and social development;
- Ability to work and communicate with preschool children and parents;
- Ability to keep records and make reports;
- Ability to understand and follow oral and written instructions;
- Patience, good judgment; resourcefulness, reliability;
- Fluent in child's language, ability to translate child's language to English and English to child's language;
- Ability to pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle.

\*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

\*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community