

POSITION TITLE: English Language Support Staff
RESPONSIBLE TO: Education Coordinator
WORK SITE LOCATION: Montevideo, MN
HOURS OF WORK: 15-40 hours/week - Up to 40 weeks/year
DAYS PER WEEK: Monday-Friday as needed during school hours
SALARY RANGE: (TBD)
STATUS: Part Time/Non-Exempt

JOB SUMMARY:

To effectively interpret for non-English speaking children and parents in both classrooms and on home visits to ensure full participation for children and their families.

PRIMARY JOB FUNCTIONS:

1. Assisting bilingual students with language and understanding.
 - a) Greet children at the door as children arrive and leave at the end of the day.
 - b) Sit and eat with children at breakfast, noon, and snacks.
 - c) May be necessary to supervise getting on and off the bus.
2. Assist in interpreting at Parent Teacher Conferences for the Creative Curriculum Assessment: Fall, Winter and Spring.
3. Participate in group circle time, music, stories, physical education, lessons, etc.
4. Work with all children to encourage socialization between English and non- English speaking children.
5. Assist teacher or other staff in other duties pertaining to Head Start.
6. Encourage parents to participate in parent meetings, training available, and volunteering in the classroom.
7. Interpret for bi-lingual parents on home visits, and at parent meetings and policy council, as needed.
8. Assist teachers with understanding cultural differences.

SKILLS AND QUALIFICATIONS:

1. Past or present Head Start parent preferred.
2. Ability to relate to children.
3. Ability to take directions.
4. Ability to help with all activities planned in the classroom.
5. Must pass a background check.

AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.

JOB RESTRICTIONS:

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED to be all-inclusive, and employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment.

I am able to perform the essential functions of this job.

Signature

Date

EOE/AA/ADA EMPLOYER