

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: SPANISH INTERPRETER

BASIC FUNCTION:

Under the direction of the assigned supervisor, to assure that parents and/or primary care givers of children enrolled in Head Start and/or Early Head Start whose primary language is other than English receive the information necessary to make informed decisions, and to fully participate in Head Start/Early Head Start programs, activities and services. Travel from site to site within Yolo County to conduct work. This position has a flexible schedule, including evening hours.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Interpret orally for staff and assigned parents at Policy Council meetings, parent meetings, parent conferences, recruitment and enrollment, home visits, IEP/IFSP meetings, parent workshops, parent training events and other parent activities. Utilize specialized vocabulary to assist families to understand results of health, dental, nutritional, and developmental screenings and assessments; to enable parents to give informed consent to services and referrals; to enable parents to participate fully in decision-making about their children.

Translate written material from English into Spanish, including Policy Council By-laws and operational procedures, agendas, minutes, and other documents necessary to Policy Council business; parent manuals and handbooks; informational brochures; flyers and announcements; application forms, questionnaires, student and family information forms, screening results; health care and behavioral plans; and other written materials. Translate from Spanish to English written communication from parents; and official records such as birth and/or baptismal records, health records, financial records, or other records required by the Head Start/Early Head Start Program.

Use a computer to transcribe translated materials, maintain records and generate reports.

Meet regularly with staff, program managers, Lead Teachers, Site Supervisors, and others. Attend staff meetings, parent meetings, parent conferences, IEP/IFSP meetings, Policy Council meetings, in-service trainings, workshops and other meetings, as directed.

Comply with policies and procedures of YCOE Head Start/Early Head Start, Administrative Regulations, Head Start/Early Head Start Performance Standards, and applicable Federal and State Regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Thorough knowledge of the English and Spanish languages.
- Policies, objectives and terminology of Head Start/Early Head Start Programs.
- Operation of computer equipment and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Electronic communication devices that permit simultaneous interpretation.

ABILITY TO:

- Plan, coordinate and organize activities.
- Analyze and solve problems.
- Maintain detailed records accurately and in a timely manner.
- Prepare reports and summaries with general directions.
- Interact with and maintain cooperative relationships with individuals of diverse backgrounds and cultures.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with a minimum of supervision.

EDUCATION AND EXPERIENCE:

- High school diploma.
- College coursework in English and Spanish usage.
- Knowledge of specialized English and Spanish vocabulary to communicate technical information regarding physical, emotional, dental health, nutrition, and typical and atypical child development.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Certification as an Interpreter/Translator, highly desirable.
- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing in both the Spanish and English languages, using correct spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, home and office environment.
Travel from site to site within the county.

PHYSICAL DEMANDS:

Mental acuity to listen in one language while speaking in another.
Reaching overhead, bending at the waist, kneeling or crouching to file materials.
Sitting for extended periods of time.

Dexterity of hands and fingers operate a computer keyboard and standard office equipment.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking in order to exchange information.

Driving a vehicle to conduct work.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval