

Union Public Schools Job Description

Position Title: Early Head Start Parent Liaison/Translator
Department: Teaching and Learning
Reports To: Director of Early Childhood Education

FLSA Designation: Non-exempt

SUMMARY: Provides translation and support for weekly personalized home visitation and bi-monthly socialization services to children from birth to three and their families who qualify under federal poverty guidelines. Coordinates outreach services in the community to serve the health, social, cognitive, and emotional needs of families and their children from birth to three.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with parent educator to prevent school difficulties by educating parents about development, appropriate expectations, and methods to facilitate learning through weekly 90 minute home visitations.
- Facilitates peer group interaction with both parents and children through age-appropriate bimonthly socializations.
- Performs services for individual students to correct social/education difficulties.
- Implements Parents As Teachers program for children from birth to 3, in conjunction with a parent educator.
- Maintains accurate record keeping as required on services provided.
- Plans and coordinates activities to stimulate growth in cognitive, language, social, and motor skills.
- Stays current on curriculum and instruction trends and research for young children (birth through three).
- Attends professional development opportunities as needed and is familiar with Born to Learn curriculum.
- Assists in the assessment of families' needs and connects families to appropriate agencies/services.
- Cooperates and seeks assistance from other professional staff members.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Works with District elementary schools and agencies to expand and recruit for Early Head Start.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance, including after school and/or evening activities.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATIONS: Is accessible to parents/community members to promote and strengthen home/school/community relationships.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: 48 college credit hours and bilingual background required. Early childhood preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 3. Knowledge of constructive parenting techniques that facilitates learning.

PHYSICAL DEMANDS: *The physical demands described here are representative 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.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.