

CITY OF CHATTANOOGA
Classification Specification Title: Interpreter

Department: Early Learning

Pay Grade:

Supervision Received From: PFCE Coordinator

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established:

**Revision Dates: 4/2/25;
10/24/2023**

CLASSIFICATION SUMMARY:

Part-time Interpreters facilitate cross-cultural communication between staff, families, and the community. This position also works with teachers to build and assess home language development for dual language learners, playing a critical role in improving our cultural responsiveness.

WORK SCHEDULE: Monday - Friday, 8:00 AM - 2:30 PM

This position works 195 days per year, 6.0 hours per day. Schedules may vary due to work assignments and projects.

LOCATION: This position may be required to work at any of the Chattanooga Head Start program sites or partner sites, including: Avondale (Chattanooga), Cedar Hill (Chattanooga), or Daisy Head Start (Soddy Daisy).

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Interpret for parent events, meetings, parent-teacher conferences, applications.

Assist teachers in classroom planning and activities that focus on home language development.

Work with dual language learners in the classroom to build home language skills while acquiring English.

Translate written materials as necessary.

Administer screening tools in home language for dual language learners.

Help integrate the cultures of dual language learners into the classroom and center.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High school diploma or equivalent from country or origin required.

Fluency in English and Spanish is required.

Professional interpreter experience preferred.

Degree in Foreign Language, Social Work, or Early Childhood Education preferred.

Six (6) months experience working in Early Childhood Education preferred.

Any combination of equivalent experience and education to perform the essential functions of the position will be considered.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS:

Interpretation styles including both consecutive and simultaneous techniques

Accurate translation

Cultural competency

Basic software used for creating and publishing documents

Virtual meeting platforms

Organizing tasks to achieve program goals

Close collaboration with other staff

Engaging children in a classroom environment

Integrating diverse cultures and languages into program services

PHYSICAL DEMANDS:

Positions in this class typically require: walking, standing, reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.