



## Bilingual Extended Service Worker/Interpreter

### EMPLOYMENT OPPORTUNITY

#### Program Name

Jefferson County Head Start

#### Employment Type

Limited-term employment

#### Location

Various centers throughout Jefferson County

#### Start Date

July 1, 2025

#### Reports To

Head Start Director

#### Brief Job Description

Bridge the communication gap and facilitate interaction between speakers of different languages so that eligibility application, procedures and policies can be carried out. Implement timely screening interviews and application processes of prospective families, ensuring all paperwork is complete, including any permission forms, waivers, and/or release forms. Assist agency direct service staff with verbal communication with bilingual families to include: parent meetings, home visits, parent-teacher conferences, etc.

#### Starting Wage

\$15.95 - \$25.82 depending on experience

#### Education/Experience

Two years of experience and training in working with families. Proficient in two languages (one being Spanish). Have or successfully complete the Family Service Credential within 18 months of assuming the position.

#### Skills Required

Computer literacy and familiarity with applications including word processing, email and internet. Significant decision and problem-solving abilities. Must be able to work independently, without intensive supervision. Must be able to balance and prioritize workload and have strong time management skills.

#### How To Apply

Complete the [CESA 2 Employment Application](#) and submit a cover letter.

#### Application Deadline

06/13/2025

CESA 2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

# About CESA 2

## Mission

To improve student learning by expanding the capacity of our diverse school districts.

## Vision

Become the preferred partner by helping districts achieve exceptional student learning.

## Values

- Collaborative relationships
- Effective practice
- Tailored services
- Family engagement
- Shared leadership
- Results-focused
- Innovative thinking

## How We Serve

The Cooperative Educational Service Agency (CESA) 2 provides services and support to its 74 member school districts throughout Dane, Green, Jefferson, Kenosha, Racine, Rock, and Walworth counties in southern Wisconsin. Working in partnership with school districts, universities, and businesses, CESA 2 strives to be a leader of educational leaders. CESA 2 is governed by section 116.01 of Wisconsin State Statutes, which allows it to enter into contracts and act as a liaison between school districts, the Department of Public Instruction, and the U.S. Department of Education.

Funding for CESA 2 programs and services comes from state and federal grants, professional development workshop fees, and fees paid for specific services.

## The CESA 2 Region

