



Job Title: Substitute Sign Language Interpreter  
Location: School Site  
Center Division / Department: Diverse Learners  
Reports to: Building Administrator / Director of Special Education  
Type of Position: Part - time

**Mission Statement:**

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

**About the District:**

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

**General Description:**

The Substitute Sign Language Interpreter facilitates communication, in the absence of the full time employee, between Deaf/Hard of Hearing students and/or staff members, using sign language to convey teacher instruction and intent; providing voice to sign, sign to voice oral transliterate support; participating as a team member to plan, review and share information; and serving as a resource to other school personnel requiring assistance with Deaf/Hard of Hearing students.

**Performance Responsibilities:**

- Interprets/transliterates for students who are Deaf/Hard of Hearing and non-signing individuals to allow full access to the school, classes and services.
- Interprets/transliterates (voice to sign, sign to voice, fingerspelling, mouth movements, use of signing space, stress/emphasis of important words, conveys register/emotions, monitors comprehension of signed message, uses appropriate sign choice and scaffolding of language) as indicated in the assigned student's individual education plan and school program.
- Interprets during announcements, assemblies, or other special events as requested.
- Knows to adapt or modify messages/materials to provide students with equal opportunities to demonstrate mastery.
- Ensures a quiet, safe and positive learning environment.
- Utilizes the prepared daily classroom lessons and activities as left by the full time employee.
- Takes necessary and reasonable precautions to protect equipment, materials and facilities, but most importantly to maintain student safety at all times.
- Performs other related duties as assigned.

**Qualifications:**

- Valid and current approval by ISBE as an Educational Sign Language Interpreter as the initial, standard or Master Level.
- Ability to interpret in classrooms for related services or other mainstream situations for students who are Deaf/Hard of Hearing.
- Ability to understand and be able to translate academic language to the cognitive level of the student.
- Interpret spoken English at a rate appropriate for expected job performance.
- Ability to establish and maintain effective working relationships with students, team members, and others.
- Ability to maintain confidentiality at all times.
- Prioritizes equity and rightful presence.

**Competencies:**

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. In addition, the employee is regularly required to use hands to communicate using Sign Language, for most of the working day.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

*The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.*

**FLSA Status:** Non-Exempt

**Salary Schedule:** \$35/hour

**Bargaining Unit:** Non-Bargaining

**Approved Date:** 8/19/2025