Job Title: Aide - Special Education Certified Deaf Education Interpreter **Wage/Hour Status:** Non-Exempt

Reports To: Principal **Pay Grade:** Clerical-Paraprofessional - 8

Dept./School: Assigned Campus **Revised:**

Primary Purpose:

The school-based Certified Deaf Ed Interpreter will work under the direction of the Deaf Education Coordinator and the Teachers of the classrooms where they are assigned. The interpreter's primary function is to facilitate communication among deaf or hard-of-hearing students and their hearing peers, the classroom teacher, and other personnel in the school system.

Qualifications:

Successful candidates must be energetic self-starters with well-developed interpersonal and communications skills. Candidates must be 18 years of age and possess a high school diploma or equivalent. Successful candidates must display the ability to thrive in a challenging, creative and informal working environment. Candidates need to be able to use American Sign Language and Conceptually Accurate Signed English; as well as, exhibit the ability to provide oral interpreting in mainstream settings. Candidates must also be willing to be life-long learners who will be encouraged to attend all approved workshops, in-services, online trainings, etc. to sharpen their skills.

Responsibilities:

- Interact/communicate effectively as a team member with students, families, & teachers
- When necessary, under the direction and supervision of the teacher, review material with the D/HH
- student that has been recently presented in class, introduce new vocabulary, and establish signs for
- vocabulary that may be used in an upcoming lesson.

- Provide interpreting for conferences (ARDs), telephone calls, assemblies, concerts, ceremonies, field
- trips or parent meetings when necessary. May provide interpreting for extra-curricular sports/activities
- beyond contract hours.

- Maintain and report special education records for services provided to the students

- Conduct non-credit sign language classes each fall and spring semester

- Inform teacher of special needs or problems of assigned students

- Participate as part of an IEP team, as requested by administration, providing insight and
- recommendations regarding communication in the development and review of progress on the IEP,
- including evaluations of student use of an interpreter.

- Maintain confidentiality with respect to student, parent and staff information.

- Ensure a safe environment for students at all times

- Other duties as assigned by Administration

Physical Requirements:

Standard office equipment (iPads and computers)
Moderate standing; occasional kneeling, squatting, bending, and stooping
Repetitive hand motions; moderate walking
Work inside and outside (classroom settings)
Work with frequent interruptions, maintain emotional control under stress

Wage/Hour Status: Non-Exempt

Pay Grade: Clerical-Paraprofessional - 8

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____