



JOB TITLE: Intervener

DEPARTMENT: Special Services/Assigned Site

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: 9-month contract

MINIMUM JOB REQUIREMENTS:

- Education:** 48 college hours or college degree; or, successful completion of ParaPro Assessment. Must also have two of the following: certificate of interpreting (CI), certificate of transliterating (CT), or comprehensive skills certificate (CSC); documentation of the Oklahoma Quality Assurance Screening Test (QAST) Level III or higher; transcript of documentation of completion of an interpreter training program from a college or university. If not a certified intervener, must be willing to obtain intervener certification
- Experience:** Minimum 1 year in an educational setting; experience commensurate with certification level
- Skills:** Interpreting or transliterating skills appropriate to certification level; must be adaptable to student schedules; able to maintain confidentiality; competent in the English language as well as American Sign Language; compliant with the Registry of Interpreters for the Deaf Code of Ethics and BAPS interpreters curriculum. Must be able to successfully complete CPR training, First Aid training, and all components of the Mandt System training provided by BAPS upon hire

ESSENTIAL JOB FUNCTIONS: *these statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Provides interpreting and/or transliterating skills in the educational environment and any other educational sites/activities deemed appropriate for student learning.
2. Interprets/transliterates according to the specifications of the student's Individualized Education Program (IEP).
3. Meets with teachers and staff as deemed appropriate by the education team.
4. Prepares for demanding course material (teacher lectures, videotapes, etc.) as necessary for successful interpreting and/or transliterating.

*Educational Intervener
Reviewed July, 2017*



5. Tutors students during Resource/Independent Study time in the deaf education classroom.
6. Demonstrates professionalism in all interactions with district staff and the public, and in all ethical areas, including application of the RID Code of Ethics with Guidelines for Educational Interpreters and the BAPS Success using Interpreters Curriculum (BASIC).
7. Assist, support, and work closely with teachers in a program designated by Special Services as a 'Level 3' setting.
8. Based on student placement and/or needs, job responsibilities include, but are not necessarily limited to:
 - a. Behavioral support
 - b. Instructional support
 - c. Physical support
 - d. Diapering/Toileting support of students
 - e. Promotion of student independence and transition
 - f. Social/emotional support of students
9. Assists with other duties as deemed appropriate by the educational team or supervisor.
10. Demonstrates adaptability and flexibility in regard to student scheduling and staffing needs and in the acceptance of extra assignments.
11. Maintains confidentiality standards as set forth in the RID Code of Ethics, the BAPS Interpreters' Manual, and BAPS policy and procedure.

ESSENTIAL BEHAVIOR:

Must exhibit excellent interpersonal skills and teamwork; ability to use sound judgment in any situation; ability to receive and appropriately respond to directions from teacher/supervisor; able to deal successfully with changes in assigned job and to properly respond to complaints; able to work cooperatively with district employees and the public while achieving the objectives of the job; ability to maintain student confidentiality regarding student records, classroom functioning and activities; willingness to promote students' rights to due process, dignity, privacy and respect; demonstrates safe and hygienic practices. Handles problematic and/or difficult situations by communicating with the appropriate staff member.

ATTENDANCE STATEMENT:



Able to be in attendance for assigned work schedule with 95% minimum attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions with occasional exposure to extreme environmental conditions.