Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title: **Interpreter**

Pay Schedule: **TEAC**

FLSA Status: Exempt

Reports to: Principal

JOB SUMMARY

Provides both direct and indirect services to language-impaired students and others as necessary within the school setting.

ESSENTIAL JOB FUNCTIONS

- Provides appropriate learning experiences including Individual Education Plan (IEP) goals and objectives for students with a hearing impairment by working with individual students or small groups to reinforce the work taught by the teacher.
- Provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Provides academic tutor services.
- Reinforces skills taught in the classroom and in speech and language therapy.
- Reinforces, reviews and builds language concepts and other academic concepts.
- Assists with building a useful and meaningful vocabulary.
- Aids in study and organizational skills.
- Reinforces and builds sign language skills as needed.
- Assists teachers in sign language skills.
- Consults with special education teachers regarding possible modifications needed for hearing-impaired students when assessment is necessary.
- Assists the teacher with self-care of student(s) with disabilities, including duties associated with toileting, personal hygiene, and lifting and positioning of students.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associates Degree from an accredited institution.
- Certification in American Sign Language from an institute of higher learning is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to integrate a total language program and communication (verbal and nonverbal) program throughout the student's program of academics and related arts classes.

- Ability to maintain effective communication relationships between administration, manufacturer's representatives, and users.
- Ability to work with persons from diverse backgrounds.
- Ability to communicate effectively orally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

BENEFITS

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- CCEA – 10-month salary table

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.