



JOB DESCRIPTION Sign Language Interpreter

GENERAL INFORMATION

Title:	Sign Language Interpreter	Union Status:	ESPA
Department:	Student Services	Work Year:	Based on official school calendar
Location:	Various	Reports To:	Building Administrator
ISBE Classification/Code:	359	Evaluation:	Annually by Building Administrator
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None
Salary:	Schedule D Pay Scale	Benefits:	Board Paid Single Coverage

GENERAL RESPONSIBILITIES: Interprets, classroom instruction lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using American Sign Language or other manual sign system appropriate for the language and the cultural background of deaf or hard of hearing students and staff.

ESSENTIAL FUNCTIONS:

- Aid student(s) with severe hearing and/or communication impairments by translating instructional exercises and discussions and by presenting various instruction materials designed to enhance the learning process
- Tutor and interpret for individual and small groups of students to reinforce and follow up instructional concepts
- Assist student(s) with study activities in carrying out the various goals of their individual education plan
- Assist in the shaping of appropriate social behaviors by modeling acceptable behavior and redirecting the student(s)
- Prepare and assist in the preparation of a variety of instructional materials and learning aids
- Transmit spoken messages and environmental cues via the visual-gestural modality or code that best meets the needs of the receiver
- Transmit signed messages into spoken English and reproduce spoken messages that are unintelligible into clear spoken English
- Transmit messages across modalities preserving the integrity of the original message in content, intent, affect, and linguistic sophistication
- Interpret in settings that include but are not limited to classroom presentations and discussions, field trips, counseling sessions, meetings, assemblies, lunch periods, meetings, etc.
- Assist in educating students, staff, and parents about interpreter use
- Provide input about student use of interpreter to self-contained teachers, mainstream teachers, parents, and diagnosticians
- Support the classroom teacher with any facet of lesson implementation remembering that interpreting should be given priority over other tasks at all times
- Assist the classroom teacher in developing/maintaining an environment that allows visual communicators maximum access to information and instruction
- Support the classroom teacher with class management without usurping the teacher's authority and in a style consistent with the teacher
- Follow state law and school district policies that govern student conduct and safety while maintaining respect for individual rights of privacy
- Attend parent conferences to provide input and interpreting services as needed
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Perform other appropriate duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Fluency in American Sign Language required



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- Communicate effectively in oral and written form and using an appropriate manual communication language
- Must have knowledge of effective student behavior strategies and techniques
- Excellent communication and interpersonal skills
- Computer proficiency
- Ability to work in a fast-paced environment under conditions including noise and interruptions
- Ability to work cooperatively and communicate effectively and positively with all stakeholders and with a diverse population
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Check and respond to District email at a minimum of once daily
- Perform other duties as assigned

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Bachelor's degree required
- Training and/or coursework in manual communication, instructional technology and subject matter areas applicable to the education of the hearing and/or communication impaired

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally types using a keyboard.

In the work environment, occasional opportunities may be available for work in the evening or on weekends. The employee is occasionally exposed to outdoor weather conditions for outside gym or activities per classroom only. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:

July, 2022

Salary and Benefits Information Added 12/2024

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.