



TITLE: American Sign Language Interpreter

FLSA: Non-Exempt Classified

Salary Range: 19

PURPOSE: To support student learning by providing interpreting services for students who are hearing, deaf, or hard of hearing with a variety of manual and verbal communications systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret the spoken English language into American Sign Language for student(s) and vice versa using a variety of manual and verbal communication systems.
- Interpret information accurately, conveying the thought, intent and spirit of the speaker in a manner appropriate to the communication needs of the participant.
- Interpret in all academic situations and in all student service areas.
- Interpret for students, parents, and other professionals at conferences, IEP meetings, and other school sponsored activities.
- Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisor.
- Maintains high standards and expectations for students in a manner that encourages independent learning and personal growth.
- Prepare, preview and study subjects to be interpreted to research vocabulary and appropriate terminology to provide an accurate, appropriate interpretation.
- Provide academic assistance under the direction of the teacher.
- Understand the student's hearing loss and the effect of this loss on speech, language and cognitive development and apply that knowledge when providing academic assistance.
- Have an awareness of, and help identify student goals and objectives for the IEP.
- Attend IEP and/or educational team meetings either as an interpreter or as a participant of the team, but not as both.
- Assist in educating students, staff and other regarding hearing loss.
- Encourage positive relationships among deaf/hearing impaired and hearing peers, and staff.
- Performs other related duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.



- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.
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QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hold at minimum an Associate's degree from an Interpreter Education Program or in a related educational field or
 - Achieve a passing score on the EIPA written test.
- Requires specialized training and certification:
 - Achieve a passing score of 3.5 or above on the EIPA Performance Test to hold a RID recognized certification (NIC, CI, CT, etc.).
- Ability to work rapidly, neatly and accurately at highly detailed and repetitive tasks.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and implement the school/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to work independently.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Proficient in use of classroom/program equipment and technology.
- Ability to obtain specialized training as required.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to sit, reach with hands and arms (occasionally reaching above the shoulder) and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to occasionally walk (occasionally on an uneven surface), stand and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee may drive approximately .5 to 1.0 hour per day and regularly must lift, move, and/or carry up to 25 pounds, occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment could be usually low to occasionally moderate.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

AMERICAN SIGN LANGUAGE INTERPRETER

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature