

**JOB DESCRIPTION-INTERPRETER**

Title: **Interpreter**

Reports To: Supervisor of Special Education

Employment Status: Part Time/Full Time

FLSA Status: Exempt

Qualifications:

1. Demonstrate ability/documentation to communicate with sign language.
2. Meet the legal requirements relative to a criminal background check.

General Description:

Communicate with sign language, develop and maintain effective pupil, parent, and community relationships.

Essential Functions:

1. Implement Board of Education and administrative policies, rules, regulations and directives.
2. Contribute to the welfare of the district.
3. Demonstrate flexibility in adapting to changes in schedules and plans.
4. Maintain professional dress and appearance.
5. Maintain positive rapport with student(s).
6. Maintain a positive working relationship with school personnel.
7. Maintain an effective working relationship with parents.
8. Maintain an effective working relationship with the community.

**JOB DESCRIPTION – INTERPRETER (continued)**

9. Enable student(s) to achieve to their fullest potential.
10. Appropriately monitor and report student progress to parents.
11. Effectively utilize special personnel.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as responsible citizens.
2. Conducts other duties as delegated by an administrator.

**ADDITIONAL WORKING CONDITIONS:**

- **This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Classification II. A working condition of this position is occasional exposure to blood, bodily fluids and tissue.**
- **Occasional operation of a vehicle under inclement weather conditions.**
- **Occasional interaction among unruly children.**
- **Occasional interaction with hostile and/or aggressive individuals.**

**Adopted: January 8, 2007**

