

Job Description
AMERICAN SIGN LANGUAGE INTERPRETER
Classified

Position Goal: The American Sign Language Interpreter (ASL) facilitates communication between deaf or hard-of-hearing (DHH) students and others in the educational environment, including teachers, staff, and peers. This role ensures equal access to education by providing high-quality interpreting and transliteration services using American Sign Language and other communication modalities as appropriate. The ASL Interpreter works closely with frontline staff, as well as the building administration.

Preferred Qualifications:

- High school diploma or equivalent, associate's or bachelor's degree
- Proficiency in American Sign Language (ASL) and English
- Valid certification from the **Registry of Interpreters for the Deaf (RID)** or equivalent credential (e.g., EIPA score of 3.5 or higher for K-12 settings)
- Knowledge of interpreting ethics and professional conduct standards
- Experience working with students, particularly in a K-12 education setting
- Familiarity with Individualized Education Plans processes and educational accommodations
- Ability to implement best practices, motivate others and help students achieve high performance standards
- Desire to enhance skills and improve job performance
- Health and inoculation certification on file (post-employment offer)
- Pass criminal background check (post-employment offer)

Reports to: Executive Director of Special Education and School Principal

General Responsibilities:

- Ensure the safety and wellbeing of all students
- Respond appropriately in emergency situations
- Assist in establishing a positive learning environment
- Respond to individual student and staff need
- Work independently, as well as a member of a team
- Appropriately operate all equipment
- Effectively use technology
- Communicate effectively with all team members
- Build meaningful rapport with students and staff
- Effectively collaborate, consult, problem solve and manage crisis situations
- Effectively manage time, tasks and responsibilities
- Compile and maintain accurate and complete records and reports in a timely manner
- Keep information and records confidential in accordance with FERPA and district policies
- Implement and follow all department and district policies
- Maintain regular attendance
- Ensure all activities conform to district guidelines
- Support the philosophy and vision of USD 231
- Implement and follow all district health and safety policies, including all precautions of the bloodborne pathogens exposure control plan

Essential Functions:

- Interpret spoken language into American Sign Language (ASL) or another preferred communication mode for DHH students during classroom instruction, assemblies, extracurricular activities, meetings, and other school functions.

- Interpret student responses into spoken English or written form, depending on the communication context.
- Collaborate with general and special education staff to support instructional goals and student understanding.
- Provide interpreting services for school events such as parent-teacher conferences, Individualized Education Program (IEP) meetings, and field trips, as needed.
- Assist in educating staff and students about Deaf culture and appropriate communication strategies, when necessary.
- Attendance at building and special education department meetings.
- Other duties as assigned by the Administration

Physical Requirements/Environmental Conditions:

- Work in multiple settings and travel to alternative locations, as necessary
- Work in noisy and crowded environments
- Work in both indoor and outdoor settings (year-round)
- Good physical agility, which requires the following:
 - Frequent bending
 - Sitting
 - Standing
 - Walking
 - Kneeling
 - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects materials up to 40 pounds

Terms and Benefits:

- At-will employment
- Non-exempt status
- Work terms and fringe benefits per the Classified Employee Handbook and Board of Education Policy
- Rate of pay per the USD 231 salary schedule or negotiated rate
- 175 work days
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

Revised: September 2025

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution