

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: EDUCATIONAL INTERPRETER EXCEPTIONAL CHILDREN SERVICES**

#### **GENERAL STATEMENT OF JOB**

The Educational Interpreter performs interpreting in the educational setting and / or school related activities for students who are deaf or hard of hearing. Daily directions are provided by the general education teacher and /or the teacher of the deaf. The employee directs any concerns regarding job function or student performance to the appropriate staff members. The employee reports to the teacher of the deaf and hard of hearing, principal and/or Central Office Supervisor and Executive Director of Exceptional Children.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Acts as a support for the Deaf and Hard of Hearing Teacher to enhance the success of the Hearing Impaired Program.

Facilitates communication between the student and his peers and the student and adults in the school environment.

Studies the content of the lessons prior to class to ensure accurate representation of the lesson.

Tutors students who are deaf or hard of hearing under the direction of the teacher.

Provides feedback to teachers upon request.

Serves as liaison to promote positive and cooperative relationships within the school environment.

May teach beginning sign language to students and/or staff.

Performs other related work requested by the Deaf and Hard of Hearing Teacher, Regular Education Teacher and / or Administration.

## EDUCATIONAL INTERPRETER

### **MINIMUM TRAINING AND EXPERIENCE**

Educational Interpreters with a high school diploma who have received a passing score of 3.5 or higher on the Educational Interpreter Performance Assessment

Educational Interpreters with an associate's degree in Educational Interpreting from an accredited program who have received a passing score of 3.5 or higher on the Educational Interpreter Performance Assessment

Educational Interpreters with a bachelor's degree in Educational Interpreting from an accredited program who have received a passing score of 3.5 or higher on the Educational Interpreter Performance Assessment

Educational Interpreters must annually complete 15 hours of training related to interpreting approved by the local education agency.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence and reports. Requires the ability to speak to people with poise, voice control, and confidence.

## EDUCATIONAL INTERPRETER

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English. Include as necessary any professional language.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Competence in the communication modality used by the student who is deaf or hard of hearing.

Competence in English grammar, including syntax, spelling and punctuation.

Working knowledge of typical language development.

Strong interpersonal skills relating to students and adults

Working knowledge of subjects being interpreted.

## EDUCATIONAL INTERPRETER

Understanding of deafness and its impact on language development.

Skill in expressive interpreting at a rate commensurate with conversational speech and class lectures.

Adequate reverse interpreting skill while maintaining the integrity of the message.

Ability to support and work as a member of the educational team.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.