POSITION TITLE: Sign Language Interpreter

DATE: 04/30/09

JOB SUMMARY
Interprets and translates spoken language using Conceptually Accurate Signed English (CASE), American Sign Language (ASL) or other appropriate manual sign system to provide appropriate educational benefits for deaf/hard of hearing students. Facilitates communication between hearing and deaf/hard of hearing staff and students.

MAJOR DUTIES & RESPONSIBILITIES

1. Interprets lectures, discussions, announcements, conversations, events, and other spoken word situations using manual sign system appropriate for the language and cultural background of deaf/hard of hearing students and staff.

2. Accurately interprets deaf/hard of hearing students’ signs, words, and speech for other students, faculty, and staff where necessary and according to the student’s Individual Education Plan (IEP).

3. Works with teachers to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing students according to the student’s IEP.

4. Maintains current and accurate data required for students’ files and IEP.

5. Communicates with local school staff regarding student’s progress, abilities, and modifications as appropriate. Participates in AED/IEP meetings, teacher/parent conferences, or other meetings as appropriate.

6. Teaches students and staff how to appropriately utilize interpreting services.

7. Performs other job-related duties as assigned.
**EDUCATION**
Associate Degree or 60 hours
Must be certified by the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (BEI), Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS). Board of Evaluation for Interpreters Certification requires a minimum of 100 clock hours of continuing education for recertification every 5 years. Continuing education units must include a minimum of 20 clock hours of ethics courses.

**WORK EXPERIENCE**
No experience except work or internship experience interpreting for individuals who are deaf and hard of hearing, preferably in an educational environment, as required by certification.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Microsoft Office
Office equipment (e.g., computer, copier)
Certified member of or certified by the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (BEI), Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS).
Clear command of the English language: ability to objectively interpret and clarify spoken information for individuals (staff and students) who are deaf; familiarity with community and educational resources; ability to collaborate with all team members.

**LEADERSHIP RESPONSIBILITIES**
No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**COMMUNICATION/INTERACTIONS**
Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.