Job Description

JOB TITLE: Interpreter for the Deaf & Hard of Hearing

DEPARTMENT: Special Education

REPORTS TO: Administrator for Accountability & Program Improvement

WORK LOCATION: Ionia County local school districts as assigned

WORK SCHEDULE: As assigned

SALARY SCHEDULE: Salary and benefits in accordance with the IIPSA Master Contract

QUALIFICATIONS:

- EIPA score of 4 or better; BEI I, II, III/NIC/CI/CT, CSC
- Licensed in both elementary and secondary
- Must be fluent in various forms of communication including ASL or the sign mode determined by the educational team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Regular and consistent attendance
- Effectively and impartially facilitate communication between persons who are deaf/hard of hearing and hearing persons within the educational environment.
- Interpret and/or transliterate according to the specifications of the students' Individualized Education Program (IEP)
- Act as a resource for classroom teachers, administrators and families regarding the role and responsibilities of interpreter services.
- Employee is responsible for maintaining all licenses, certificates, etc., and submitting to Business Office prior to expiration date of said document.
- Other duties as assigned

Other knowledge, skills and abilities:

- Strong interpersonal and communication skills
- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
- Strong organizational skills and the ability to work independently
- High level of discretion and integrity

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

LANGUAGE SKILLS:
Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

MATHEMATICAL SKILLS:
Basic math skills are required.

REASONING ABILITY:
Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

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 sit and talk or hear. The employee is occasionally required to stand, walk, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 varies.

TRAVEL:
The employee may be expected to travel to the Intermediate School District, professional development conferences/trainings, and to other events as assigned by Supervisor.

<u>EVALUATION</u>:

Performance will be evaluated by ISD administrator and assigned professional in accordance with provisions established by administration/contract.

Approved By_____ Date_____
                                        Supervisor

Received and Agreed by: _____ Date_____
                                        Employee

Employee's printed name: _____

Revised June 2019