

Joliet Township High School District 204

Position Title: District Educational Interpreter

Qualifications:

1. High School diploma or equivalent
2. 60 College Credits or Associate Degree
3. Current Illinois State Board of Education Sign Language Interpreter Certificate

Reports To: Director of Special Services
Special Services Building/Program Administrators

Job Goal: To provide support and related services to eligible district students through direct services, monitoring and consultation to improve academic achievement and expressive and receptive communication in the classroom and at appropriate worksites. In addition, the educational interpreter in collaboration with other team members may also instruct students in the use of appropriate assistive technology.

Performance Responsibilities

PLANNING AND PREPARATION

- Make visual aids as directed.
- Report concerns regarding technology equipment/supportive devices to appropriate staff in a timely manner.
- Assist in the preparation and organization of instructional and non-instructional materials.
- Collect, grade or correct student work as directed.
- Observe and record data related to student interactions, initiatives, etc.

CLASSROOM ENVIRONMENT

- Supervise and assist arrival and departure of students, by meeting buses or supervising entries, exits and grounds each day.
- Escort students to various setting throughout the building and community as requested.
- Assists students with bathroom/hygiene needs according to teacher request for needs of students; uses appropriate sanitation during these activities.
- Assists in supervision of and participation in community based trips and vocational based opportunities.
- Model, prompt, and reinforce appropriate social behaviors.
- Facilitate appropriate social interaction among students and provide interpreting as needed.
- Assist in the follow through of planned behavior interventions.
- Provide physical proximity for students when needed.
- Provide reinforcement utilizing established program models or individual student plans.
- Assists in charting students' progress as directed.

INSTRUCTION

- Provides interpreting and/or transliterating in classes and in the community as assigned.
- Reinforce sign language to the student(s) to increase vocabulary.
- Reinforce curriculum concepts in sign.
- Under teacher supervision, assists students and conducts small group academic instruction.
- Prompt students in utilizing previously learned strategies to solve problems and gather information.
- Maintains a notebook of vocabulary and assignments to be available to substitute interpreters.
- Interprets//transliterates at the level of the student's understanding.

PROFESSIONAL RESPONSIBILITIES

- Facilitates communication between deaf and hard of hearing students and others by conveying the message being transmitted accurately and fully.

- Provides interpreting and/or transliterating for parent meetings, IEP meetings, and presentations as assigned.
- Participates in educational team meetings, including the development and review of progress of the individual educational plan, providing insight on the status of communication strategies in the mainstream classroom.
- Provides information to the classroom teacher, deaf and hearing students and other staff to maximize benefit of interpreting services.
- Meets regularly with classroom teacher and teacher of hearing impaired concerning communication needs of the students.
- Participates in professional improvement activities.
- Under teacher or related services personnel, assists in routine testing procedures and assists diagnostic personnel in communicating with hearing impaired students during evaluation situations.
- Interprets or translates for students with hearing impairments in counseling and discipline situations, and other pertinent activities as specified on IEP.
- Conducts sign language in-service classes or workshops for hearing students, teachers, other personnel or parents as requested.
- Substitutes in a class when another interpreter is absent and an outside interpreter is unavailable.
- Engage in positive solution finding steps to resolve areas of concern.
- Seek advice, instruction, and direction regarding novel or complex tasks.
- Maintain composure and model solution-finding in all situations.
- Maintain confidentiality of all information about students, families, etc.
- Be prompt and regular in attendance.
- Abide by school district/building policies, rules, and team standards in all areas.
- Maintain your own wellness, composure, and emotional stability while working with students and staff.
- Work cooperatively and collegially with team members.
- Be flexible, willing to listen, experiment, and make changes when needed.
- Demonstrate the ability to perform physical tasks associated with job.
- Demonstrate the ability to perform activities that utilize the necessary technology tools available including web-based systems.
- Perform other duties as assigned by the JTHS administration.

Terms of Employment: 10 month contract

Salary: Range: \$37,800-\$44,100

Evaluation: Performance to be evaluated in accordance with the Board and Administrative Policy.

05/07/2013