



Para-Professional - Job Description

Job Title: Deaf Education Interpreter

Pay Grade: SI-06
Instructional Support
SI/06 Min \$50,000

Reports To: Principal and Deaf Education Teacher

FLSA Status: Non-Exempt

Dept. /School: Assigned Campus

Minimum Duty Days: 187 days

Primary Purpose:

Work under the supervision of the principal and immediate direction of a certified teacher. Interpret for students who are deaf or hard-of-hearing. Model language for deaf and hard-of-hearing children and facilitate communication between deaf/heard-of-hearing students and staff.

Minimum Requirements:

- High School diploma or G.E.D from a school recognized by the Texas Education Agency/Texas Private School Accreditation Commission.
- Some experience working with deaf or hard-of-hearing students
- Minimum basic certification from the Texas commission for the Deaf and Hard-of-Hearing
- Board of the Evaluation of Interpreters (BEI) or Registry of Interpreters for the Deaf (RID) certification

Special Knowledge/Skills:

1. Must be able to interpret/transliterate with at least 70% accuracy in both expressive and receptive domains.
2. General knowledge of language development and child development
3. Knowledge of deaf culture and the ability to interact with the deaf community
4. Strong people skills
5. Ability to work with children with disabilities
6. Ability to follow verbal and written instruction ability to communicate effectively
7. Knowledge of general office equipment
8. Have a constructive and cooperative attitude towards the duties of the school, the staff and the students
9. Fluent signing skills

Major Responsibilities and Duties:

1. Interpret for students in the classroom, social settings at school and school events
2. Interpret for administrative and deaf staff as assigned
3. Prepare and preview the material to be interpreted in the classroom
4. Know the vocabulary and concepts to be interpreted
5. Maintain a list of vocabulary and concept needs to discuss with the Communication Specialist
6. Participate in the overall improvement of interpreting services

7. Update Interpreter IEPs every 6 weeks and send out progress reports
8. Notify the deaf education teacher and regular education teacher if the student does not have the needed language for success in the mainstream (further assessment will be conducted)
9. Monitor the deaf student for attention, comprehension and need for additional help
10. Faithfully render the message and voice what is said by the deaf child
11. Facilitate communication within the role of the interpreter
12. Provides expressive and receptive interpreting which may include ASL (remove and SEE)
13. Continuously model language
14. Comply with Student confidentiality laws and BEI/RID Code of Ethics
15. Uphold and enforce school rules, administrative regulation
16. Maintain positive relations with school staff, parents and the community
17. Pursue ongoing skill development
18. Participate in BEI/RID CEUs offered by the program for skill development
19. Comply with LISD policy and TCDHH regulations
20. Perform such other duties as may be assigned

Supervisory Responsibility

None

Equipment Used

Tele-caption device, TTY/TDD
Copier, computer, scanner, and fax machine.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress	Prolonged sitting, standing, and walking
Work with frequent interruptions	Hearing and speaking clearly
Moderate lifting and carrying	Working alone
District/State wide travel	Repetitive hand motions due to signing
Exposure to biological hazards	

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee signature

Date