Missoula County Public School District #1 **(406) 728-2400 ext 1035**
Human Resources Office
909 South Avenue W., Bldg A
Missoula, MT 59801

SIGN LANGUAGE INTERPRETER

ESSENTIAL DUTIES and RESPONSIBILITIES:

A. Facilitates student learning by:
   - Serving as a facilitator of communication between the Deaf & Hard of Hearing (D/hh) students and staff in all school-related settings
   - Serving D/hh students using American Sign Language (ASL) and/or other manual sign systems appropriate for the student, and voicing the student as necessary
   - Interpreting and facilitating communication in environments, including but not limited to classrooms, lecture halls, auditoriums, assemblies, outdoors, counseling & tutoring sessions, school-related meetings and extra-curricular activities
   - Providing information and orientation to D/hh students in emergency situations, including but not limited to evacuation drills, lockdowns and medical intervention by health services staff
   - Supporting D/hh student learning by working with students under the direction of the educational instructor when it does not interfere with the task of interpreting
   - Providing support for D/hh students with the use of assistive learning devises, including but not limited to hearing aids and FM equipment

B. Collaborates with administrators, teachers and staff to enhance the student learning environment by:
   - Participating in formal and informal team meetings including IEP meetings, through oral and/or written communication regarding student communication performances, strategies and/or progress
   - Following supervisor's directives for each assigned student in compliance with IEP goals
   - Serving as a liaison between the teacher of the D/hh and general education teachers
   - Facilitating in-service opportunities for staff regarding the use of interpreting services and providing visual access to D/hh students
   - Partnering with administrators and staff to gain a clear understanding of the relevant concepts, goals and objectives of lessons to better facilitate interpretation for the D/hh student

C. Maintains a cooperative and professional relationship with staff and supervisors by:
   - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
   - Effectively communicating with those contacted in the course of the work day
   - Consulting with colleagues and deaf role models, web-based and other library resources for updated information
   - Maintaining awareness of the local, national and worldwide current events to facilitate effective interpretation to D/hh students in an educational setting

D. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.

E. Collaborative Responsibilities:
   - Supervises students at the request and guidance of the D/hh teacher, general ed teacher and/or administrator
   - Demonstrates a clear understanding of and adherence to program polices, practices and goals
   - Interacts with colleagues and students in a respectful manner
   - Demonstrates understanding of and compliance with confidentiality practices and polices
   - Complies with NAD/RID Professional Code of Conduct

F. Other job-related duties as required by the Building Principal and/or Director of Special Education

MINIMUM QUALIFICATIONS:

- Education, Licensure and Certification
  - High school diploma or equivalent
  - Successful completion of an accredited interpreter training program or equivalent
  - Minimum score of 3.5 on the national Educational Interpreter Performance Assessment (EIPA) **or** passing score (30 or above) on the Missoula County Public Schools Interpreter Screening Assessment

- Knowledge, Skills and Abilities
  - Knowledge of language development and learning differences with Deaf/hard of hearing (D/hh) students
  - Knowledge of NAD/RID Professional Code of Conduct and willingness to adhere to the tenets of professional conduct
  - Demonstrated knowledge & skill with American Sign Language (ASL) and manual signed English systems & fingerspelling
  - Ability to interpret for all PreK-12 academic levels
  - Knowledge, skills and abilities in interpersonal communications, classroom procedures, and computers *preferred*
  - Skills involving sensitivity to the cultural aspects of deafness, cross-cultured mediation and respect for diverse populations
  - Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day
  - Ability to assess individual student growth and communicate progress to the classroom teacher
  - Ability to understand and implement district safety rules and procedures
  - Ability to effectively communicate with students, staff and the public
  - Knowledge of and ability to use positive problem solving skills
  - Ability to understand and carry out written and oral instructions
  - Ability to handle stressful situations
  - Ability to demonstrate an understanding, patient, positive and receptive attitude towards children
  - Ability to effectively manage time and responsibilities

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside and occasionally outside. In performing the essential functions of the job, the employee may be working in large and small group classroom settings. The employee may be required to sign under various environmental conditions, including but not limited to outdoor arenas, field trips or other non-building venues

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend and kneel depending on the interpreting situations. Employee may be required to sign for sustained periods of time. Must have an adequate range of motion in upper extremities.

MENTAL/MOTOR DEMANDS: The employee works independently with infrequent supervisory instruction. The employee frequently works within time constraints, must maintain attentiveness intensity. The employee is frequently involved in social interactions requiring oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISOR: DIRECTOR OF SPECIAL EDUCATION and/or BUILDING PRINCIPAL

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

EQUAL OPPORTUNITY EMPLOYER

Updated: November 2022