

JOB DESCRIPTION: Educational Interpreter for the Deaf/Hard of Hearing

BASIC FUNCTION: Provide interpreting and other support services to deaf/hard of hearing individuals in a variety of settings in order to facilitate communication among peers, faculty, staff, parents and others.

QUALIFICATIONS:

1. Valid professional certification and state licensure as defined by and subject to federal and state laws, policies and regulations;
2. Ability to interpret/transliterate in classes for assigned deaf-hard of hearing impaired students;
3. Pediatric experience preferred;
4. Present evidence of physical fitness to perform the essential functions of the job, with or without reasonable accommodations, and freedom from communicable disease, including Tuberculosis;
5. Ability to establish and maintain cooperative and effective working relationships with others;
6. Dependable work record;
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

EDUCATION AND EXPERIENCE: Sufficient training and experience to demonstrate the knowledge and abilities as listed.

KNOWLEDGE OF:

1. American Sign Language and sign vocabulary used in an educational setting.
2. Code of Ethics for Interpreters and Translators.
3. Appropriate use of spoken and written English including spelling, vocabulary and grammar.
4. Deafness and its effect on language development in deaf and hard of hearing individuals.
5. Community resources available to the deaf and hard of hearing.
6. Basic concepts of child behavior, growth and development.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. Basic instructional methods and techniques.
9. Operation of standard office and specialized classroom equipment including a computer.
10. Oral and written communication skills.
11. Interpersonal skills using tact, patience and courtesy.
12. Basic record-keeping techniques.

ABILITY TO:

1. Provide interpreting and other support services to deaf and hard of hearing individuals in a variety of settings in order to facilitate communication among peers, faculty, staff, parents and others.
2. Sign and reverse sign rapidly and accurately using oral and manual forms of communication in order to make verbatim or paraphrased translations.
3. Convey abstract concepts and technical terminology in American Sign Language.

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4. Communicate effectively both orally and in writing.
5. Understand the special problems and needs of hearing impaired students and evaluate pupil progress.
6. Establish and maintain cooperative and effective working relationships with others.
7. Understand and follow oral and written instructions.
8. Operate various instructional and office equipment including a computer.
9. Maintain routine records related to work performed.

REPORTS TO: Special Services Department Administrator

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard of hearing students in a variety of settings related to the educational program; utilize the register appropriate to the language and intent of the speaker; utilize miming and manual communications as appropriate.
2. Assist assigned student(s) with instruction and related activities in a classroom or assigned learning environment.
3. Communicate with classroom teacher to identify special needs and make suggestions regarding environmental changes to enhance instruction for deaf and hard of hearing students; monitor and review progress of student with designated personnel and classroom teachers.
4. Tutor individual and small groups of deaf and hard of hearing students to reinforce instructional concepts using tutorial strategies and techniques under the supervision of the teacher; monitor and review student progress.
5. Assist the classroom teacher in the use of supplemental instructional materials and audio-visual aids and equipment including such as TTY, closed captioning equipment, computers and assigned software.
6. Translate information simultaneously during classroom or other presentations or activities including assemblies, videos, tapes and story reading; interpret student questions and responses as assigned.
7. Serve as a resource to school staff, substitutes, parents and guardians regarding issues related to deafness; assist with orientations to hearing students and staff as directed.
8. Maintain various records and files related to interpreting functions and assigned activities.
9. Attend and participate in training and staff development programs.
10. Operate a variety of office equipment including but not limited to, typewriter, calculator, copier, computer and assigned software.

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11. Maintain ethical and moral standards inclusive of confidentiality of information about students.
12. File necessary child abuse/neglect reports, as necessary.
13. Perform such other tasks and assumes such other responsibilities as the Building Administrator, or designee may assign, in accordance with Board of Education policies and procedures.

LICENSES AND OTHER ESSENTIAL REQUIREMENTS:

1. Valid certificate of proficiency issued by the Registry of Interpreters for the Deaf.
2. Must have full EIS approval or Interim approval.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and occasional outdoor work environment.

ESSENTIAL PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to interpret for the deaf and hard of hearing.
2. Continuous use of elbows, shoulders, neck, back, lips and/or jaw.
3. Sitting or standing for extended periods of time.
4. Hearing and speaking to exchange information and make presentations.
5. Seeing to monitor students in the classroom.
6. Moderately heavy lifting.

TERMS OF EMPLOYMENT: Work year based on 176 work days at 7 hours per day. Hourly rate of pay and Fringe Benefit Package I as established by the Board of Education.

EVALUATION: Performance in this job will be evaluated in the first year of employment and at least once every two years thereafter, by the Special Services Department Administrator or designee.