

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE:	Sign Language Interpreter
REPORTS TO:	Classroom Teacher/Program Supervisor/Executive Director
SUPERVISES:	None
QUALIFICATIONS:	High School Diploma Ability to interpret/transliterate in classes for assigned hearing impaired students Working knowledge of the Code of Ethics of the Registry of Interpreters for the Deaf Certificate of completion of an interpreter training program or Illinois Type 10 Certificate in DHH, Highly Qualified EIPA/3.0 or higher
EVALUATIONS:	Conducted on an annual basis in accordance with Cooperative guidelines
TERMS OF EMPLOYMENT:	Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

RESPONSIBILITIES:

Instructionally Related Activities

- Assists the teacher in the provision of specific instructional services for each assigned student based on the IEP
- Under teacher supervision, tutors pupils and conducts small group academic instruction
- Assists in the organization of assignments and materials as directed
- Responds to student questions using an appropriate language model and according to the needs of the student
- Assists in gross and fine motor instruction as appropriate
- Assists in art, music and special projects
- Under teacher supervision, assists in routine testing procedure and assists diagnostic personnel in communicating with hearing impaired students during evaluation situations
- Assists teacher in grading and recording student work
- Assists in charting students progress as directed
- Assists in supervision and organization of field trips

- Acts as liaison with substitute teacher and class
- Interprets for students with hearing impairments in regular education academic or special classes as assigned using signed English
- Facilitates communication between student's general and special education teachers
- Also assists students without disabilities in general classes during independent class work
- Interprets or translates for students with hearing impairments in counseling and discipline situations and other pertinent activities as specified on IEP
- Maintains a notebook of vocabulary and assignments to be available to substitute interpreters
- Conducts sign language in-service classes or workshops for hearing students, teacher, other personnel or parents as requested
- Participates in workshops for students with hearing impairments and/or school personnel regarding the role of the interpreter as needed
- Substitutes in a class when another interpreter is absent and an outside substitute is unavailable
- Assists students with bathroom/hygiene needs according to teacher request for needs of students; uses appropriate sanitation during these activities
- Assists with playground duties and lunchroom supervision as requested
- Demonstrates commitment to the safety of students by knowing emergency procedures, ways to avoid injuries, and anticipating and avoiding injuries
- Follows through on behavior programs, including handling minor behavior situations
- Assists students on and off buses and to classes or other area as designated
- Assists in appropriate positioning of students, where applicable
- Performs other duties as assigned

Clerical and Organizational Tasks

- Prepares and changes bulletin boards under teacher supervision
- Assists in collecting and collating required forms, receipts and monies
- Assists in coordinating and submitting staff and student attendance
- Assists in organizing and maintaining supplies and materials
- Demonstrates care for and correct use and maintenance of equipment
- Maintains files as requested by teacher
- Escorts students to and from activities and locations
- Assists in inventory, packing and unpacking
- Assists in cleaning and maintaining a neat and orderly work environment

Communication

- Confers with teacher on a regular basis regarding daily expectations, program and student needs
- Assists teacher in maintaining open and effective communication with school and community
- Communicates in a positive, helpful and efficient manner with students, peers, supervisors, parents, district staff and visitors

Professionalism

- Facilitates communication between deaf and hard of hearing students and others by conveying the message being transmitted accurately and fully
- Develops and maintains an appropriate interpreter-client professional relationship with students for whom they are providing services
- Maintains confidential all student records and information contained therein, and other assignment-related information
- Attends required in-services
- Follows policies and procedures of the Cooperative
- Is flexible and adaptable to change
- Uses judgment appropriately
- Conducts self in an appropriate and ethical manner
- Treats others with respect and dignity
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the evaluation process
- Maintains a clean work area
- Dresses appropriately
- Interpreters shall follow the Registry of Interpreters for the Deaf, Inc. Code of Ethics, as amended from time to time, which shall be deemed to include but not limited to the following:
 - 1) Interpreters shall keep all student records and information contained therein, and other assignment-related information, confidential.
 - 2) Interpreters shall facilitate communication between deaf and hard of hearing students and others by conveying the message being transmitted accurately and fully.

- 3) Interpreters shall not counsel, advise or interject their personal opinions when performing interpreting services.
- 4) Interpreters shall accept assignments carefully, taking into account skill level, the setting, and the needs of the student involved.
- 5) Interpreters shall request compensation for extra-curricular and overtime interpreting services in a professional and timely manner, and shall follow all Cooperative rules regarding compensation.
- 6) Interpreters shall conduct themselves in a manner appropriate to each particular assignment.
- 7) Interpreters shall not become personally involved with students for whom they are interpreting.
- 8) Interpreters shall not accept assignments to provide services for family members, personal friends or business associates, or the children of personal friends or business associates, without advising his/her supervisor of the relationship in advance of the assignment.
- 9) Interpreters shall attend required inservice trainings and professional meetings and participate in professional growth activities, including but not limited to reading current literature and interacting with professional colleagues.
- 10) Interpreters shall maintain high professional standards.

Performs other duties as assigned by program supervisor and/or Executive Director