Thompson School District
Classified Job Description

Job Title: Interpreter/Tutor – Hearing Impaired
Revised Date: January 23, 2018
Work Year: 177 days
Department: Special Education - Hearing Program
Reports To: Site principal or ESS coordinator

SUMMARY: To interpret and voice in a school setting, for students and adults who are deaf or hard of hearing, using a communication mode as applies to each individual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Interpret and translate faithfully and always convey the thought, intent and spirit of the speaker.
• Serve as an appropriate language model based on students’ language mode.
• Provide main communication link between student and speaker (teacher, classmates, etc).
• Assist students by presenting or reinforcing learning concepts through tutoring.
• Interpret and translate for students to support their participation in extracurricular activities, as directed.
• Perform department clerical work as directed (copying, typing, phone calls, etc.).
• Maintain daily communication log on each student’s progress, classroom exposure and development.
• Prepare materials in signed vocabulary for events outside the physical classroom (field trip, assemblies, etc.)
• Attend interpreter meetings.
• Monitor amplification devices as necessary.
• Assist in the development of educational tools.
• Perform other duties as assigned.

JOB QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:
• Basic math, writing, communication, and accounting skills.
• Basic knowledge of deafness and deaf culture.
• Ability to translate and communicate effectively with the individual’s chosen communication mode.
• Operating knowledge of personal computer and assistive devices.

SUPERVISION/TECHNICAL RESPONSIBILITY:
This job has no supervisory responsibilities. Acts as a resource for translating and communicating with deaf and hearing people.
EDUCATION AND TRAINING:
Associates degree in Educational interpreting or related field in EIA (Educational Interpreter Authorization).

EXPERIENCE:
Over two years of experience in sign language interpretation.

CERTIFICATES, LICENSES, & REGISTRATION:
EIA or EEIA (Emergency Education Interpreter Authorization) is required at time of hire.

JUDGMENT AND DECISION MAKING:
Work is assigned by Hearing Department Supervisor. This position requires application of position knowledge to efficiently translate information and select appropriate vocabulary in sign language and follow basic communication guidelines. Work is guided by federal and state special education laws, and Thompson School District policies and procedures. Decision making requires collaboration with teachers, administrators, supervisors and co-workers. Supervisor is always involved in decision making.

SAFETY TO SELF AND OTHERS:
- Moderate exposure to repetitive motion due to interpreting information manually.

The physical demands described below 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.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

EQUAL EMPLOYMENT OPPORTUNITY:
Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.