JOB DESCRIPTION
SIGN LANGUAGE INTERPRETER
EXTENDED SCHOOL YEAR

JOB DESCRIPTION CREATION / REVISION DATE: 3/7/17

POSITION TITLE: Educational Sign Language Interpreter

DEPARTMENT: Extended School Year

REPORTS TO: Extended School Year Administrator

SUPERVISES: N/A

POSITION GOAL(S):
To support the student or students, as assigned, in providing an environment that is conducive to learning, and appropriate to the needs of the students.
To adhere to published policies and procedures distributed by the district and the school.

JOB DUTIES / ACCOUNTABILITIES:

1. Comply with the approved Code of Ethics for Educational Sign Language Interpreters
2. Be aware of students’ goals and objectives
3. Interpret spoken English into the language appropriate for the student (Signed English, ASL, PSE)
4. Interpret language of the student into spoken English
5. Convey the content and intent of the message
6. Interpret for DHH students in mainstream classes
7. Provide the education team with information about the student’s use of interpreter services
8. Assist students and staff with use and care of frequent modulator equipment
9. Respect the rights of students and staff
10. Assist in appropriate placement and seating to gain access to information presented through the interpreter
11. Attend appropriate in-services within interpreter’s work calendar and certification requirements
12. Participate in student meetings as part of the educational team when appropriate
13. Other duties as assigned within parameters outlined in collective bargaining agreement
14. Maintain student confidentiality at all times
15. The interpreter will provide support for district staff/parents as needed if appropriately licensed
16. Display professionalism in all aspects of the job
17. Maintain appropriate Educational Sign Language Interpreter Certification

EXPERIENCE / KNOWLEDGE:

1. Effective communication skills
2. Excellent organizational skills
3. Experience working with students in an educational setting preferred.
EDUCATION:
1. Appropriate certification approval by the Illinois State Board of Education
2. Bilingual - Spanish/English (written/verbal) preferred.

PHysical Demands:
Ability to lift up to 30 lbs. with proper technique.

Terms of Employment:
This is a temporary position. Salary and benefits as established by the Board of Education.

Evaluation:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of ETA employees.

Employee Signature: ___________________________ Date: _____________

Supervisor Signature: ______________________________ Date: ___________