

EDUCATIONAL INTERPRETER

Purpose Statement

The job of Educational Interpreter was established for the purpose/s of facilitating communication between persons who are deaf and/or hard of hearing and others; conveying teacher instruction; assisting students with daily activities; providing voice to sign and sign to voice support; participating as a team member to plan, review and share information; and serving as a resource to other school personnel requiring assistance with students who are hard of hearing and/or deaf.

This job reports to Special Education Director

Essential Functions

- Adapts language level to communication needs of the student for the purpose of ensuring optimum visual communication.
- Assists as a resource to regular education for the purpose of orienting staff to the functions of an interpreter.
- Assists in modifying classroom logistics for the purpose of meeting the needs of students who are deaf or hard of hearing.
- Assists students who are deaf or hard of hearing in academic and non-academic activities, individually or in groups (e.g. regular classroom, library, computer lab, cafeteria, recess, sports, music, assemblies, special events, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Interprets or transliterates all language necessary during classroom instruction for the purpose of facilitating effective communication.
- Maintains daily notebook/log for the purpose of reporting student progress on objectives and daily work.
- Monitors individual students for the purpose of providing assistance as needed and ensuring a safe and positive learning environment.
- Participates in meetings (e.g. in-service, workshops, IEPs, parent/teacher meetings, etc.) for the purpose of receiving and/or conveying information related to the general goals of education to parents and/or students who may be deaf or hard of hearing.
- Prepares for daily classroom lectures and activities (e.g. appropriate lighting, seating, optimum visual, etc.) for the purpose of providing a clear understanding and interpretation.
- Provides support/tutoring to students who are deaf or hard of hearing for the purpose of facilitating communication and/or reinforcing classroom objectives under the direct supervision of the teacher of the deaf /hard of hearing.
- Responds to inquiries (e.g. parents, teachers, staff, etc.) for the purpose of providing information or referring to appropriate personnel.
- Tutors students who are deaf or hard of hearing in a variety of subjects for the purpose of supplementing their daily class activities and enhance learning.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: basic knowledge of child development; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; fluent in receptive and expressive sign language in one or more of the following, American Sign Language, Pidgin or a manually coded English system such as Signing Exact English or Signed English; Knowledge of the RID /NAD Code of Professional Conduct; and Knowledge of Deaf Culture and child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 25% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Certification by the Registry of Interpreters for the Deaf preferred
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 57

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____