



Job Title: Educational Sign Language Interpreter

Job Family: School Based Support

Pay Program: Classified

Job Code:

Typical Work Year: 9 Months

SUMMARY: The Sign language Interpreter provides interpreting and other support services to students with hearing impairments who, to the extent possible, are mainstreamed in regular school classes. The Sign Language Interpreter's primary function is to facilitate communication between students with hearing impairments and their hearing peers, the classroom teacher, and other personnel in the school system. Other duties that may be performed when not required to provide interpreting may include tutoring, note taking, participation in meetings as a member of the educational team and other duties to support the educational environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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.

Job Tasks Descriptions	Frequency	% of time
1. Provide sign to voice/voice to sign interpreting which may include American Sign Language, a form of manually coded English, and/or oral interpreting depending of the needs of the student.	Daily	Depends on Assignment
2. Participate in educational team meetings providing insight on the success of communication strategies and communicate with appropriate teacher and support personnel.	When necessary	Depends on Assignment
3. Providing interpreting for extracurricular activities, parent meetings, and on-going communication with IEP team members as directed (including back to school night, graduation, etc.). These activities/meetings may extend beyond the school day.	When necessary	Depends on Assignment
4. Provide assistance with orientations to deafness, proper use of interpreting services to students and staff, and/or other in-service training. Attends district required professional development.	Daily	Depends on Assignment
5. Consult with the supervisor and classroom teachers on a regular basis. Works with faculty to gain understanding of relevant concepts and computer, media equipment and augmentative communication devices to better facilitate translation for deaf/hard of hearing students.	Daily	Depends on Assignment
6. Monitor, on a regular on-going basis, the effectiveness of cochlear implants, hearing aids and other instruments intended to improve the students' ability to receive auditory input and maintain a log or record of these monitoring activities.	Weekly	Depends on Assignment
7. Provide tutoring and /or note taking and other support services (such as photocopying, typing, record keeping, etc.) when necessary and interpreting is not needed.	When necessary	Depends on Assignment
8. Provides information and orientation to deaf/hard of hearing students in emergency situations.	When necessary	Depends on Assignment
9. Supports the implementation of goals and objectives of students and their Individualized Educational Program (IEP); prepares special materials and creates unique means of communication when appropriate and follows all services and supports in the IEP including health services under the direction of the teacher. Consults with IEP team members, identifies and reports needs, progress, and concerns to the teacher.	Daily	Depends on Assignment
10. Works directly with students in small and/or large group activities.	When	Depends on

May work in a self-contained setting, under direction of the teacher, with students who have emotional, physical, or behavioral disabilities.	necessary	Assignment
11. Assist students in performing daily routines, including arrival and departure, using the bathroom, diapering, feeding, medical needs, and personal hygiene. Provides supervision and communication support during activities including field trips, recess, field trips, lunch, etc. This may include medical needs and personal hygiene. Assists students with personal or developmental needs my pushing, loading, lifting wheelchairs, strollers, etc. Assists students in furthering their vocational development in operating, loading, lifting equipment or supplies for on-the-job training.	Daily	Depends on Assignment
12. Perform other job-related duties as assigned including lunchroom/playground duty.	When necessary	Depends on Assignment

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Must be a minimum of 18 years old
- Experience as a sign language interpreter preferred

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- CPR and First Aid certifications are preferred
- Licensed by the Board of Sign Language Interpreters and Transliterators, Board of Professional Licensure at the Iowa Department of Public Health

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills
- Time management, organizational and prioritization skills
- Knowledge of District and school policies and procedures preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Adhere to the Code of Professional Conduct
- Methods and techniques used in communicating with deaf and hard of hearing persons
- Technical signs and/or vocabulary used in educational settings
- Hear spoken language communication
- Interpret spoken English at a rate appropriate for expected job performance
- Voice for deaf and hard of hearing persons
- Interpret or translate for a group of deaf and hard of hearing persons
- Understand and use proper English, including vocabulary and grammar
- Understand and be able to translate academic language to the cognitive level of the student
- Function as a member of the educational team performing support activities as required
- Maintain professional conduct at all times

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.

- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system required within 1 month after hire.
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Building Principal	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions 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 Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands & arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl		X		
Talk		X		
Hear			X	
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X

Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Vision Demands:	Required:			
No special vision requirements				
Close vision (clear vision at 20 inches or less)			X	
Distance vision (clear vision at 20 feet or more)			X	
Color vision (ability to identify and distinguish colors)			X	
Peripheral vision			X	
Depth perception			X	
Ability to adjust focus			X	

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Approved 10-22-18