



Deaf Interpreter

FLSA Status:

Non-Exempt

Education:

Associate's Degree from a recognized university or college

Certification and Licenses:

Missouri Commission on Deaf and Hard of Hearing Certification
Substitute Certification

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Tech/Pro Salary Schedule:

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Experience:

Job related experience desired

Reports to

Building Administrator and Executive Director of Pupil Services

Terms of Employment

179 days 7.5 hours per day, with benefits according to Board policy

Purpose Statement

The Deaf Interpreter serves deaf/hard of hearing students using American Sign Language or other manual sign system in classrooms and lecture halls, during films, counseling and tutoring sessions, school related meetings, activities, District events and as needed for urgent situations such as those involving District Police or Health Services.

Essential Job Functions

- The Deaf Interpreter will facilitate communication between students with hearing impairments and a hearing person.
- Attend student's IEP Team meeting in order to provide information about the student's communication abilities and needs.
- Work effectively in close physical proximity to students who are primarily visual and tactile learners.
- Become proficient in the assigned student's communication methods and strategies.
- Assist staff in teaching academics, daily living and social skills.
- Accompany and support the student during community-based instruction.
- Create activities and experiences to complement instructional program and IEP goals.
- Provides insight and recommendations regarding communication in the development and review of progress on the IEP, including evaluations of student use of an interpreter.
- Interprets IEP meetings when not participating as a team member.
- Serves as a liaison between the students who are deaf or hard of hearing, hearing peers, staff and faculty members.
- Prepares for daily lessons/school-related activities and preview media for interpreting.
- Carries out classroom management or individual behavior plan as designed by classroom teacher and/or IEP team.
- Provides interpreting for conferences, telephone calls, assemblies, concerts, ceremonies,

- field trips or parent meetings when necessary.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision, mission and values of the district.

Other Job Functions

- Attends all meetings and training sessions as directed.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; knowledge of specific content area and academic vocabulary; and understanding of age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with other; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.