

POSITION: EDUCATIONAL SIGN LANGUAGE INTERPRETER

REPORTS TO: Principal/Director of Special Education

DESCRIPTION: “Educational Sign Language Interpreter I” means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Initial Paraprofessional Certificate – Educational Interpreter pursuant to state board policy.

“Educational Sign Language Interpreter II” means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Permanent Paraprofessional Certificate – Educational Interpreter pursuant to state board policy.

QUALIFICATIONS:

1. Qualifications as defined by West Virginia Code §18A-4-8b
2. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
3. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
4. Criminal background check per WV Code §18-5-15c
5. The ability to perform the job duties and responsibilities of the position

JOB GOALS:

1. Provide clear interpretation of academic information being introduced in the classroom.
2. Assist student with hearing impairment in communicating with teacher and/or other staff/classmates with whom the HI student works/interacts.

PERFORMANCE RESPONSIBILITIES:

1. All performance responsibilities included in the Aide II Job Description.
2. Follow applicable school and department policies and procedures as well as state regulations.
3. Interpret for student with hearing impairment so that the student understands the teacher (voice or sign) and interpret for the student to the teacher and class (sign to voice) to assure that the student will have full understanding of the curriculum being delivered by instructors and perform other interpreting duties to all staff so that the student will be able to understand directions.
4. Facilitate communication in the classroom and in other areas in which the student with hearing impairment will need assistance.
5. Observe code of ethics with regard to confidentiality issues.
6. Demonstrate positive relationships with the classroom teacher(s) and other facility members and central office personnel encountered.
7. Confer with classroom teacher, Hearing Impaired teacher, and Speech/Language Pathologist serving the hearing impaired student to better plan for needed interpreting services.
8. Keep appropriate documentation as assigned by teachers and/or principal or Director of Special Education.
9. Demonstrate self-improvement in signing ability, interpreting skills and understanding of the educational process through attendance of in-service programs and staff meetings as directed by the Director of Special Education and/or Principal.

EXPECTATIONS:

1. Sit where the student can comfortably see the interpreter and the teacher.
2. Translate or interpret class discussions and lectures as needed and interpret instructions as they are being presented.
3. Become familiar with any special vocabulary for curricular classes.
4. Refer the student's problems to the teacher (rather than assuming the teacher's role).
5. Encourage the student to participate in class discussions by interpreting and reverse-interpreting discussions.
6. Follow the established procedure for referring any type of academic, social, or discipline problems to the Hearing Impaired teacher or principal.

ETHICS:

1. Keep all assignment-related information strictly confidential.
2. Render the message faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the student.
3. Not interject personal opinions.
4. Function in a manner appropriate to the situation.
5. Strive to further knowledge and skills.

RESPONSIBILITIES:

1. Maintains positive work habits.
2. Performs duties efficiently and productively.
3. Maintains and/or upgrades job-related skills.
4. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: F or G

EMPLOYMENT TERM: 200 Days