

POSITION DESCRIPTION

TITLE:	Sign Language Interpreter	SUPERVISOR:	Director of Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Hourly Classified/Salaried

I. Accountability Objectives:

The Sign Language Interpreter provides interpreting and other support services for pupils who are deaf or hard of hearing in all areas of the education environment. The Interpreter's primary function is to facilitate communication among deaf or hard of hearing students and their hearing peers, the classroom teacher, and other personnel in the school system. The Interpreter may also be asked to work with nondeaf or hard of hearing students when interpreting services are not needed.

II. Position Characteristics:

Salary: To Be Determined
Length of Contract: 188 Days

III. Position Relationships:

Reports to: Director of Special Education
Coordinates with: Director of Special Education; building principals; instructional and support staff; public/school nurses; physicians; parents and community resource people
Type of Coordination: Share information and provide guidance, feedback and schedules
Supervises: Individual programs

IV. Position Qualifications:

A. Required Qualifications:

- Associate Degree for hourly position or Bachelor's Degree for salaried position
- Wisconsin Department of Public Instruction License # 884-Educational Interpreter
- Ability to use American Sign Language and Conceptually Accurate Signed English
- Ability to provide oral interpreting

B. Special Requirements:

- Wisconsin Department of Safety and Professional Services license 78-150 to interpret for Deaf adults in association with district events
- Hold or working towards Bachelor's Degree (for salaried position)
- Ability to implement other visual systems, (I.E Cued Speech, Visual Phonics, ect.)

V. Position Responsibilities:

A. Essential Job Functions:

- Provides interpreting for pupils who are deaf or hard of hearing (DHH) in all areas of the educational environment.
- Provides tutoring and/or note taking services for DHH students.
- Follows the Educational Interpreter Performance Assessment guidelines of professional conduct for Educational Interpreters.

- Participates as a member of the Individualized Education Plan (IEP) team at meetings and conferences. 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.
- Provides interpreting for conferences, telephone calls, assemblies, concerts, ceremonies, field trips or family meetings when necessary. May provide interpreting for extra-curricular sports/activities beyond contract hours.
- 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.
- Participate in DHH staff meetings and committee work.

B. Knowledge, Skills, and Abilities

- Knowledge of DHH Culture and its role with education of deaf students.
- Knowledge of special education practices.
- Strong command of ASL and English language.
- Tutoring Skills.
- Ability to collaborate with staff.
- Willingness to troubleshoot non-working hearing aids and cochlear implants.
- Knowledge of the educational process and ability to understand and interpret grade level curriculum.
- Ability to be flexible and adapt to changing situations.
- Ability to work as a team member providing services to children.
- Ability to organize materials and use time wisely.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

C. Ancillary Job Functions

- Provides staff development opportunities including conduction non-credit sign classes, as requested.
- May interpret for parents or other adults at school functions and other activities related to the school district's services and programs.
- Provide sign language lessons for students.
- Ability to provide transportation to self and students as needed in compliance with District driving policy.
- Performs other related duties assigned.