

Interpreter for Deaf and Hard of Hearing

Job Description



Job Title:	Interpreter for Deaf and Hard of Hearing	FLSA:	Non-exempt
Reports to:	Principal or Assigned Supervisor	Pay Grade:	2140A
Dept./School:	Assigned Campus	Calendar Days:	187
		Revised:	4.5.2023

Primary Purpose

Interpret for needed situations including Admission, Review and Dismissal (ARD) meetings, staff development, and counseling sessions. Assist in carrying out activities relative to student's instructional program and other activities in the educational setting

Qualifications

Education/Certification:

- High School Diploma or GED
- 48 college hours or two years of child related work experiences
- Certification from the Registry of Interpreters of Deaf (RID) or Board of Educators Interpreters (BEI)

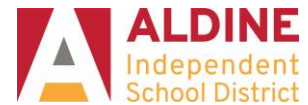
Special Knowledge/Skills:

- Ability to translate spoken material from English into sign language and sign language into verbal communication
- Knowledge of adaptive equipment and communicational and educational devices
- Knowledge of basic office equipment
- Effective organizational, communication and interpersonal skills

Major Responsibilities and Duties

1. Interpret for various situations, including but not limited to ARD meetings, staff development, and counseling sessions
2. Under the supervision of the teacher, assist in the implementation of the Individual Educational Program (IEPs) goals and objectives for student with disabilities
3. Assist in the documentation of progression/regression in IEP goals and objectives, as well as other documentation requested by the teacher, therapist or nursing staff
4. Assist with teacher-planned activities, exercises and drills
5. Assist in carrying out the instructional and therapy programs
6. Assist in other educational settings with students with disabilities (e.g., Community Based Instruction, Physical Education, Music, Cafeteria, Bus Arrival and Dismissal, Field Trips)
7. Assist in preparation, use and maintenance of instructional materials and equipment

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8. Assist when needed in helping students in self-care and personal-hygiene needs such as feeding toileting, diapering, etc.
9. Participate in planned professional development and professional growth activities
10. Restrain disruptive students following the guidelines prescribed in the Texas Behavioral Support Initiative (TBSI)
11. Maintain Interpreter Ethics according to Department of Assistive and Rehabilitative Services (DARS) at all times
12. Maintain professional ethics and exercise self-control over actions and words with students, parents, and staff members
13. Maintain RID or BEI certification
14. Travel to interpreting assignments as necessary
15. To ensure professional growth and maintain needed hours for certification, participate in staff development and conferences with Program Director of the Deaf, including but not limited to, observations during interpreting assignments, videotaping of interpreting sessions etc.
16. Adheres to federal, state, district and school policies and procedures
17. Maintains confidentiality of student records
18. Assume other duties as assigned by campus principal, supervisor assigned to, and the Superintendent of Schools

Supervisory Responsibilities

None

Evaluation

The Interpreter's evaluation is a responsibility resting with the Principal or assigned supervisor. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

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Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.