

**BRANCH INTERMEDIATE SCHOOL DISTRICT  
JOB DESCRIPTION**

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**DIVISION:** Special Education  
**JOB TITLE:** Interpreter for Deaf-Hard of Hearing  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Supervisor of Special Education

**I. REQUIREMENTS**

**A. Qualification**

1. Education and/or certification
  - a. high school graduate
2. Elementary (birth – 6th grade): Elementary and/or Deaf-Blind Endorsements are required.
  - a. A valid EIPA Performance score of 4.0 or higher AND obtain EIPA Elementary Endorsement. If the EIPA 4.0 score is obtained after August 31, 2016, the interpreter must also pass the EIPA written test. **Interested underqualified Interpreters with an EIPA less than 4.0 are encouraged to submit an application and will be considered.**
  - b. **Or**, Valid Deaf Interpreter credential and Certification recognized by the Division (CDI/DI)
  - c. **Or**, Valid Division-recognized Certification.
3. Secondary (grade 7 - age 26) with IEP or 504 plan: Elementary or Secondary and/or Deaf-Blind Endorsements are required.
  - a. A valid EIPA Performance score of 4.0 or higher, AND obtain EIPA Elementary or Secondary Endorsement. If the EIPA 4.0 score is obtained after August 31, 2018, the interpreter must also pass the EIPA written test. **Interested underqualified Interpreters with an EIPA less than 4.0 are encouraged to submit an application and will be considered.**
  - b. Valid Michigan BEI II Certification; **or**
  - c. Valid Michigan Certification to work in Standards Level 2 or 3; **or**
  - d. Deaf Interpreter credential and Certification recognized by the Division (CDI/DI).

**B. Experience**

1. previous experience working with deaf/hard of hearing elementary or high school-aged students
2. experience with regular education of deaf/hard of hearing students
3. other:
  - a. demonstration of a minimum of twelfth grade academic skills
  - b. demonstrate ability to do pre-college academics

**C. Essential Functions**

1. Mental Tasks
    - a. Ability to understand written and oral instructions.
    - b. Ability to demonstrate appropriate verbal and written communication.
  2. Physical Tasks
    - a. Ability to lift and move objects of at least 30 lbs. at least 10 feet.
    - b. Ability to do a two person lift on students 75 lbs. or more.
    - c. Ability to climb stairs, climb in and out of vehicles, bend, stoop, squat, kneel, and assist students with basic life functions.
  3. Equipment - Utilize office and classroom equipment & educational technology.
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**D. Policy requirements**

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
  - a. attendance
  - b. business procedures
  - c. student discipline
  - d. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
  - e. personal appearance
  - f. emergency, accident or illness
2. Attend all required meetings and in-service programs on time.
3. Follow administrative directives, verbal and/or written.
4. Maintain confidentiality
5. No extensions on allotted breaks or lunch times.
6. Execute recommendations made by itinerate staff.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the position.

**II. JOB PERFORMANCE****A. Communication and interpersonal relationship skills expected:**

1. Communicate clearly and accurately when writing/speaking.
2. Communicate student concerns to appropriate:
  - a. supervisor
  - b. other school personnel

**B. Management & organization skills expected:**

1. Complete assignments and paperwork accurately, on time, and without constant supervision.
2. Assist other personnel as needed.

**C. Application of job knowledge expected:**

1. Demonstrate logical problem-solving skills.
2. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources, including adaptations for the deaf/hard of hearing.
3. Provide positive reinforcement to students.
4. Assist in the maintenance of an environment that is conducive to student learning.
5. Meet specific performance objectives developed jointly with immediate supervisor, regular teacher, and special education professional staff.
6. Promote student independence.
7. Demonstrate accepted ethical standards of the professional conduct in communicating with all district personnel.
8. Utilize a variety of materials and equipment to enhance each student's learning experience.
9. Be flexible and able to perform other duties as assigned by supervisor for transportation, lunch, sanitation, and safety.
10. Working Conditions - contact with students, employers, parents, and public; work independent of direct supervision; and be responsible for small groups of students.
11. Supervision - under supervision of classroom teacher and program supervisor.
12. Assist with the implementation of students' individualized health care plans.
13. Other duties as assigned.

**D. Miscellaneous:**

1. Performs other duties as assigned.
2. To avoid disruption to school district operation and required students services, the employee

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must be able to work additional/supplemental days beyond the signed contract.

**Note:**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.