

Job Title: Sign Language Interpreter
Wage: Salary
Status: Non-exempt

Reports to: Regional Day School for the Deaf Program Supervisor

Pay Grade: Interpreter

Dept./School: Brazos Valley Regional Day School for the Deaf
Date Revised: 3-10-2023

Duty Days: 187

Primary Purpose: Provide sign language interpreting services for deaf and hard of hearing students in a variety of educational settings.

Qualifications:

Education:

- Proof of high school diploma or GED equivalency.
- Associate's degree or 60 or more credit hours from an accredited college or university with a minimum GPA of 2.0. Associate's degree related to interpreting or in the field of Deafness preferred.
- Certificate in Interpreting issued by either the Board of Evaluation of Interpreters or the Registry of Interpreters for the Deaf. Out of state certification will be considered with the stipulation that Texas or RID certification is acquired within one year.

Special Knowledge/Skills:

Must be able to interpret/transliterate expressively and receptively
Knowledge of the role of the interpreter and BEI / RID Code of Professional Conduct

Interpret/transliterate according to the specifications of the student's Individualized Education Program (IEP).

Ability to read and interpret documents

Ability to write routine reports and correspondence

Strong people skills and a team player

General knowledge of language development and child development

Knowledge of Deaf culture

Bilingual Preferred (*Required for ASL*)

Awareness of variety of sign systems used by D/HH individuals

Experience:

One year interpreting preferred

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Interpret in educational settings including classrooms, extracurricular activities, school-related programs and meetings, conferences, staff development, and other situations
2. Provide sight translation of instructional materials and assessments
3. Become and remain well-versed in course material in order to demonstrate competency in the interpreting/or transliterating and in class support process.
4. Follow standardized testing guidelines and training protocols
5. Interact in a professional/ethical manner with administrators, teachers, staff, students, substitutes, visitors or individuals unfamiliar with the educational setting.
6. Provide in class support according to the specifications of the student's Individualized Education Program (IEP). (i.e. small group instruction, individual tutoring, signed/oral administration) or as requested by the teacher in the classroom.

Student Management

7. Assume responsibility for learning and adapting to each student's communication needs.
8. Assist in providing general supervision to students who are Deaf/hard of hearing (i.e. playground, lunchroom, bus loading/unloading, escorting students during transition periods, toileting).
9. Be informed, monitor and report to the deaf education case manager or cooperating teacher when concerns arise about the student's accommodations and/or modifications as approved by the Individualized Education Program committee (IEP).

Other:

10. Demonstrate professionalism in all ethical areas, including student confidentiality.
11. Participate in professional development programs, faculty meetings, and special events as assigned.
12. Participate in continuing professional growth as required by the certification governing body (Board for Evaluation of Interpreters- BEI). Provide appropriate professional growth and certification documents to maintain current certifications and CEU's upon request in a timely manner.
13. Regular and reliable attendance is an essential job function.
14. Perform other duties as assigned by the teacher, principal, lead interpreter, and/or Program Supervisor of BVRDSPD or as determined by specific area of assignment.

Working Conditions:

Equipment Used: Computer, iPad, copier,

Physical Demands: Standing, walking, climbing stairs, repetitive hand motions due to signing, limited driving, moderate stooping, bending and lifting. Maintain emotional control under stress. After hours work for overtime.

Environment: work inside and outside

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Approved

by _____ Date _____

Reviewed by _____ Date _____