

**JOB TITLE: SIGN LANGUAGE INTERPRETER**

**GROUP:** Teamsters III – Specialist

**LEVEL:** dependent on certification

**FLSA STATUS:** Nonexempt

**WORKDAYS PER FISCAL YEAR:** 180

**HOLIDAYS:** 11 or 12 dependent on school start date

**SUMMARY:** The Sign Language Interpreter facilitates communication between hearing and deaf/hard of hearing persons using various sign systems such as American Sign Language or Signing Exact English; assists students with daily activities, conveying teacher instruction and intent, providing voice to sign and sign to voice support. The Sign Language Interpreter participates as a team member to plan, review and share information and serves as a resource to other school personnel requiring communication assistance with hard of hearing and deaf persons.

**CONTEXT AND MISSION:** Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interprets for the deaf and hard of hearing student using various sign systems such as American Sign Language or Signing Exact English.
- Communication between deaf and hard of hearing students and teachers.
- Provides interpreting services in the classroom, school assemblies, field trips, and at special events.
- Accompanies deaf and hard of hearing student to mainstream classes. Interprets teacher instructions and lectures using sign language.
- Voice interprets student's signed responses for teacher or hearing students.
- Communicates with teacher concerning student problems and progress.
- Completes preparation for interpreting sessions. Discusses technical terms used in instruction. Reviews classroom materials that will be presented.
- Assists teacher in preparing classroom materials and in maintaining the classroom.

## JOB DESCRIPTION: SIGN LANGUAGE INTERPRETER

- Acts as resource to provide information about hearing impairment to staff and hearing students.
- Keeps records and prepares reports.
- Provides interpreting services for job coaching and Realistic Transition Program (RTP).
- Participates in meetings (e.g. staff/faculty in-service, workshops, parent/teacher meetings, etc.) for the purpose of receiving and/or conveying information related to serving the general goals of education to the deaf and hard of hearing.

### **Other Functions**

- Provides supplemental instructional support to both hearing and DHH students in a variety of subjects for the purpose of enhancing the learning environment.
- Performs other duties and assists other personnel as may be required to ensure an efficient and effective learning environment for students.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

#### **Education and Experience Required for Level 22 Pay:**

High school diploma or equivalent

Two years of experience in interpreting for the Deaf and hard of hearing

#### **Education and Experience Required for Level 24 Pay:**

Successful completion of two-year Interpreter Training Program for sign language and pass the Educational Interpreter (EIPA) written assessment.

#### **Education and Experience Required for Level 25 Pay:**

Successful completion of two-year sign language interpreter training program and pass the Educational Interpreter Performance Assessment (EIPA) of 3.5 or greater.

### **PREFERRED QUALIFICATIONS:**

Two years paid work experience interpreting for the deaf and hard of hearing

### **CONDITION OF EMPLOYMENT:**

Pass the District's language interpretation test with a score of 80% or better.

Criminal background clearance

Valid WA State driver's license and proof of insurance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

Paraeducator Certificate Program – After hire, must complete the Fundamental Course of Study and General Certificate pursuant to Chapter 28A.413 RCW and WAC 179. Timelines for completion vary based upon hire date.

### **KNOWLEDGE OF:**

Principles and practices of American Sign Language

Various signing systems such as PSE, MLC, and Signing Exact English

Deaf culture and the needs of deaf and hard of hearing persons

Practices and principles of para-education

School board policies and procedures

### **ABILITY TO:**

Use sign language rapidly and accurately, both expressively and receptively

## JOB DESCRIPTION: SIGN LANGUAGE INTERPRETER

Work effectively with the deaf and hard of hearing and their instructors  
Communicate effectively verbally and in writing  
Attend to detail and follow tasks through to completion  
Organize work, problem solve and select action plans  
Operate a variety of modern office equipment including microcomputers and related software  
Maintain effective working relationships with individuals and groups in a multicultural and diverse community  
Remain flexible to changes in assignments or situations  
Use personal vehicle to travel between locations within the district as needed  
Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Reports to Principal or designee

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually quiet.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### CLASSIFICATION HISTORY

Revised Condition of Employment section, 2022.02.09  
Updated Context and Mission statement, 2019.10.30  
Updated to add EEOC statement, 2017.04.28  
Updated Superintendent's statement, 2014.10.14  
Revised Ability section with standard statements, 2014.03.13  
Transferred to newest format by Human Resources, 2013.12.26  
Revised by Human Resources to add district introduction, 2013.11.01  
Revised by Human Resources to combine level 24 & 25 job description, 2013/07  
Revised by Human Resources with approval from Special Services, 2013/05  
Nash & Company, Sign Language Interpreter II, 09/2004  
Previously – Sign Language Interpreter – Deaf & Hard of Hearing  
Revised by Human Resources Department, 11/1995  
Revised by Personnel Department, 08/1991  
Revised by E.A. Walsh and Company, 11/1990  
Job description by E.A. Walsh and Company, 4/1989

## JOB DESCRIPTION: SIGN LANGUAGE INTERPRETER

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, [civilrightscordinator@highlineschools.org](mailto:civilrightscordinator@highlineschools.org); Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166