

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

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| Position Title | ASL Interpreter |
| Department | Special Education |
| Reports To | Chief of Special Education or Designee |
| Salary Schedule | Classified Pay Schedule - Range L - 185 Days |

SUMMARY:

The job of ASL Interpreter is done for the purpose/s of assisting in the instruction of deaf and hearing impaired students by providing voice to sign and sign to voice support; interpreting for students, teachers and parents in communications; providing input into the evaluation of students' progress; and serving as a resource to other school personnel requiring assistance with deaf and hard of hearing students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: OTHER DUTIES MAY BE ASSIGNED

Essential Functions

- Assesses classroom, assembly hall, and other room setups (e.g. volume level, visibility, etc.) for the purpose of ensuring proper setup to facilitate deaf and hard of hearing students' learning.
- Attends in-service workshops and training for the purpose of receiving and/or conveying information related to job functions and maintaining interpreter certification.
- Attends Individual Education Program meetings, as assigned, for the purpose of providing necessary input into the evaluation of students' communication needs.
- Confers with teachers and IEP team members for the purpose of assisting in evaluation of students' progress and/or implementation of students' objectives.
- Follows strict code of ethics for the purpose of ensuring that student confidentiality is maintained.
- Interprets all communication in all educational settings (e.g. lesson being taught, teacher interactions, student interactions, students' questions, assemblies, speakers, environmental noises, alarms, announcements, etc.) for the purpose of ensuring that student receives equal access to information being presented.
- Prepares daily log for the teacher of the deaf and hard of hearing for the purpose of providing progress information on students.
- Reviews materials to be presented by teachers and other speakers for the purpose of interpreting unfamiliar terms/materials for the student.
- Supports self advocacy on the part of the student for the purpose of preparing the student to become increasingly independent.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpret verbal and sign language.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: American Sign Language.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communications, strict code of ethic; and work with various groups.

Responsibility Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Education

- Must meet criteria that can be registered with the Kansas Commission for Deaf and Hard of Hearing

OTHER SKILLS AND ABILITIES:

- Strong organizational and leadership skills.
- Proficiency in Microsoft Office Suite required and student management software preferred.
- Must possess a valid motor vehicle operator's license and be able to provide own transportation to work sites.

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.*

- Must be able to lift 25 lbs. on occasion.
- Requires occasional stooping, bending, kneeling, reaching, and turning.
- Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. This job is performed in a generally clean and healthy environment.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.