

SNOQUALMIE VALLEY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: **American Sign Language Interpreter**

Reports to: **Building Administrator**

Directed by: **Building Administrator**

Work Year: **School Year**

FLSA Status: **Exempt**

Classification: **PSE—Technical**

Supervises: **None**

Salary: **As Stated in Schedule**

Position Summary:

Serve as an American Sign Language Interpreter in assignments as determined by building necessary to support deaf or hard of hearing students.

Qualifications Required:

- Educational Interpreter Performance Assessment (EIPA) score of 3.5 or higher and EIPA written test with passing score; or National Interpreter Certification from the Registry of Interpreters of the Deaf (RID) and EIPA written test with passing score; or ability to obtain within one year of hire.
- Valid First Aid/CPR/AED card or ability to obtain within 60 days of hire.
- Experience developing positive and favorable relationships with students, staff, and parents.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Preferred:

- Completion of a recognized two-year sign language interpreter training program or possess advanced sign language ability.
- Previous experience working with deaf or hard of hearing students.

Essential Functions and Responsibilities:

1. Interpret teacher's instruction and student responses to the teacher.
2. Facilitate communication between student(s) and teacher(s), staff, and peers to maximize student independence; may need to redirect student behavior.
3. Maintain and assemble materials including lesson plans, tests, worksheets, behavior plans as appropriate and as instructed by a certificated teacher.
4. Support student(s) in out-of-classroom or extra-curricular activities.
5. Instruct student(s) in small groups or individually to reinforce basic skills and language development.

6. Interpret at IEP and/or parent meetings.
7. Maintain professional and ethical behavior.
8. Comply with state and federal special education laws.
9. Participate in in-service workshops and staffing meetings.
10. Assist teacher in planning for deaf and hard of hearing student(s).
11. Ensure student's understanding of teacher concepts and determine student need for additional help.
12. Assist the teacher by observing, recording, and charting students' progress.
13. Follow through in a timely manner when asked by staff, the Principal or other administrators to complete a task.
14. Facilitate students' reading of signs by maintaining an appropriate dress code/neutral colors & limited jewelry.
15. Facilitate student(s) reading of signs by recommending alternative seating arrangements, as appropriate.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to follow oral and written directions.
7. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
8. Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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.

- *Physical Demands*- Majority of the time spent either walking, standing or sitting in a classroom or around the building, working on the computer and/or on the phone; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment*- Classrooms are well lit, and most are carpeted, with moderate noise level, but also accesses all other areas of district; travels to schools and other locations regularly.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: October 27, 2022

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.