INTERPRETER FOR THE DEAF/HARD OF HEARING
JOB DESCRIPTION

DIVISION: Instructional Services	**GRADE:** Technical/Other Professional – Group C
DEPARTMENT Exceptional Student Education	**WORKD DAYS:** 196
REPORTS TO: Executive Director of Exceptional Student Education	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To provide interpreting services to students who are deaf and hard of hearing.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent
- Proficiency in signing, understanding, and interpreting to students who require manual communication

CERTIFICATION: Holds EIPA or equivalent certification

DESCRIPTION OF ACCEPTED MANUAL CERTIFICATIONS:

Educational Interpreter Performance Assessment (EIPA)

- Level 1: Beginner
- Level 2: Advanced Beginner
- Level 3: Intermediate
- Level 4: Advanced

Registry for the Interpreters for the Deaf (RID)

- CI: Certification of Interpretation
- CT: Certification of Transliteration
- CI/CT: Combined Certification

WORK EXPERIENCE: One year of successful work experience providing interpretive services to the deaf or hard of hearing

PREFERRED QUALIFICATIONS

- Ability to communicate orally and in writing
- Ability to plan, organize and prioritize activities related to assignment
- Ability to carry out job responsibilities and handle sensitive information in a confidential manner
- Ability to work independently and make decisions with minimum supervision

SUPERVISES

N/A

ESSENTIAL DUTIES

- Follow the classroom schedule and interpret for student(s) as dictated by student Individual Education plan
- Interpret in sign language all activities in the classroom such as: lectures, conversations, films, special projects, assemblies, announcement, etc.
- Be available on an as needed basis for school functions outside the classroom, but only during regularly scheduled school hours such as: conferences & workshops
- Participate as a part of the instructional team and be able to interpret directions and assist in providing continuity of instruction for students so identified in their Individual Education Plan (IEP)

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- Exhibit an interest of self-improvement in signing ability, interpreting skills and to establish a better understanding of the education process
- Attend all in-service programs and staff meetings as directed by the Principal
- Support instruction by reinforcing skills introduced by teachers. Interpreters provide tutorial instruction as needed and supervised by the Teacher
- Assist in the preparation of instructional materials
- Participate in professional development activities including workshops, conferences and meetings necessary to maintain and update professional knowledge
- Review current developments, literature and technical sources of information related to job responsibilities
- Perform other functions for students as required (e.g. monitoring function of amplification equipment)
- Adhere to the Florida Code of Ethics for Educational Interpreters, including confidentiality and professionalism
- Interpret for events/meetings as requested
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

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