

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### INTERPRETER I-- SIGN LANGUAGE

#### JOB DESCRIPTION

<b>JOB CODE:</b>	520281	<b>BARGAINING UNIT ELIGIBILITY:</b>	Yes
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	27
		<b>SALARY SCHEDULE:</b>	Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED and six (6) hours college course work toward an AA/AS from an approved accredited educational institution.
- (2) EIE 1, QA 1, or EIPA 3.2.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in American Sign Language. Skill in interpreting. Knowledge of technology as related to specific job functions. Ability to manage students of various ages and abilities. Knowledge of child development and age appropriate behavior skills. Ability to maintain confidentiality concerning students. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and administrators.

#### REPORTS TO:

Director, Executive – Exceptional Student Education/Student Support Services

#### JOB GOAL

To serve as communication interpreter between the teacher and the student.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Interpret for students as dictated by the individual student's IEP.
- \*(2) Interprets in sign language all classroom activities in the classroom and does voice interpreting as needed. This may include lectures, conversation, films, special projects and assemblies.
- \*(3) Participate in IEP meetings at the request of the administration.
- \*(4) Adhere to the Florida Code of Ethics for Educational Interpreters.
- \*(5) Adhere to the Registry of Interpreters for the Deaf Code of Professional Conduct and EIPA Guidelines of Professional Conduct for Educational Interpreters.
- \*(6) Attend all staff meetings and workshops.
- \*(7) Assist with maintaining a clean and orderly environment.
- \*(8) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(9) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \*(10) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(11) Demonstrate initiative in the performance of assigned responsibilities.

## INTERPRETER I -- SIGN LANGUAGE (Continued)

- \*(12) Demonstrate support for the school district and its goals and priorities.
- \*(13) Exhibit interpersonal skills to work as an effective team member.
- \*(14) Follow attendance, punctuality and proper dress rules.
- \*(15) Maintain confidentiality regarding school/workplace matters.
- \*(16) Maintain expertise in assigned area.
- \*(17) Manage time efficiently.
- \*(18) Model and maintain high ethical standards.
- \*(19) Participate in cross-training activities as required.
- \*(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(21) Prepare all required reports and maintain updated and accurate records.
- \*(22) Represent the District in a positive and professional manner.
- \*(23) Respond to inquiries and concerns in a timely manner.
- (24) Perform other duties as assigned.
- \*(25) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 03**

Adopted 8/2/11