

JOB DESCRIPTION
Cumberland County School District

INTERPRETER FOR THE HEARING IMPAIRED

Purpose Statement

The job of Interpreter for the Hearing Impaired was established for the purpose/s of facilitating communication between persons who are deaf and/or hard of hearing and others; using sign language to convey teacher instruction and intent; assisting students with daily activities; providing voice to sign, sign to voice oral transliterate support; participating as a team member to plan, review and share information; and serving as a resource to other school personnel requiring assistance with hard of hearing and deaf person/s.

This job reports to Principal and Director of Special Education

Essential Functions

- Assists deaf and hard of hearing students in academic and nonacademic activities, individually or in groups as well as deaf or hard of hearing staff and parents (e.g. classroom instruction, non-captioned movies, tests, library, computer lab, recess, sports, music, assemblies, special events, after school activities, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study.
- Interprets at various meetings as may be requested (e.g. IEP, individual teacher/parent conferences, etc.) for the purpose of receiving and/or conveying information with deaf or hard of hearing participants.
- Interprets or transliterates all language necessary for student's education for the purpose of facilitating effective communication.
- Monitors individual students for the purpose of providing assistance as needed and ensuring a quiet, safe and positive learning environment.
- Participates in meetings (e.g. staff inservice, workshops, etc.) for the purpose of receiving or conveying information related to serving the general goals of education to the deaf or hard of hearing.
- Prepares for daily classroom lectures and activities (e.g. set up for speaker, review materials ahead of lectures, etc.) for the purpose of ensuring a clear understanding and interpretation.
- Provides support/tutoring to the deaf or hard of hearing student for the purpose of facilitating communication and/or reinforcing classroom objectives.
- Responds to inquiries from administrators, teachers and other staff for the purpose of providing information or referring to appropriate personnel.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Tutors deaf or hard of hearing students in a variety of subjects for the purpose of supplementing daily classroom learning and promoting student success.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and expressing oneself through manual communication skills (sign language, expressive, & receptive) and oral support techniques.

KNOWLEDGE is required to have specific knowledge-based competencies required to satisfactorily perform the functions of the job include: philosophies and purposes of mainstreaming hearing impaired students; ASL and Signed English; oral support techniques; child development, Deaf Culture, oral strategies and transliteration; educational methods; and interpreter's code of ethics.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently 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: communicating with diverse groups; maintaining confidentiality; working as part of a team; and possessing sound emotional judgment.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, and 34% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is desired.

Education Associates Degree

Requirement

This is a non-certified position.

Certificates & Licenses

Valid Driver's License and Evidence of Insurability.

Obtain passing score on the written portion of the EIPA; and obtain a minimum score of 3.0 on the performance assessment portion of the EIPA.

Continuing Educ./Training

Maintain License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade