

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Substitute American Sign Language (ASL) Interpreter Position Description

LOCATION: Various Schools

JOB CATEGORY: Part Time

PAY GRADE: Substitute Scale – Clerical

FSLA: Non-Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs responsible work providing sign language interpretation services to facilitate communication between deaf or hard-of-hearing students, parents, staff, and community members and Warren County Public Schools. Work involves interpreting spoken English into American Sign Language (ASL) and interpreting ASL into spoken English during educational meetings, conferences, school events, and other division activities.

Employees in this classification work on an as-needed basis and are not guaranteed a minimum number of hours. Work is performed under the general supervision of the Director of Human Resources or designee and is evaluated through observation, feedback from stakeholders, quality and accuracy of interpretation services, and adherence to division policies and procedures.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides accurate interpretation services between spoken English and American Sign Language (ASL).
- Interprets during parent-teacher conferences, Individualized Education Program (IEP) meetings, eligibility meetings, disciplinary meetings, enrollment appointments, school events, staff meetings, and other school-related activities.
- Facilitates communication between deaf or hard-of-hearing individuals and hearing individuals.
- Maintains confidentiality of all student, personnel, and division information in accordance with applicable laws, regulations, and WCPS policies.
- Communicates information accurately, impartially, and professionally without adding, omitting, or altering content.
- Utilizes appropriate interpreting methods, including ASL, signed English, and other communication modes as appropriate to the individual being served.
- Maintains records of assignments and services provided as required.

- Attends required training sessions and meetings.
- Complies with all WCPS policies, procedures, and applicable federal and state regulations.
- Performs other duties as assigned by the Superintendent or designee.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of American Sign Language, deaf culture, and interpretation ethics and practices. Ability to accurately interpret between spoken English and ASL in educational settings. Ability to communicate effectively with students, parents, staff, and community members. Ability to maintain confidentiality, exercise sound judgment, and establish effective working relationships. Ability to manage multiple assignments and work independently. Knowledge of special education terminology and educational environments is preferred.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Associate's degree or higher in American Sign Language, Interpreter Education, Deaf Studies, Special Education, or a related field preferred. Experience providing ASL interpretation services in educational, governmental, healthcare, community, or related settings is preferred. An equivalent combination of education, training, certification, and experience that provides the required knowledge, skills, and abilities may be considered.

SPECIAL REQUIREMENTS

Candidates must demonstrate proficiency in American Sign Language through a recognized assessment, certification, educational program, or equivalent qualification approved by WCPS. Ability to travel between school locations and division facilities as needed. Possession of a valid Virginia driver's license or the ability to provide independent transportation to assigned work locations may be required. Must satisfy all employment requirements established by Warren County Public Schools, including criminal background checks and other screenings required by law and School Board policy.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are performed in office, classroom, meeting, and school-related environments. Work may require frequent sitting, standing, walking, reaching, bending, and moving between locations throughout the workday.

Effective communication is required to accurately convey and receive information through spoken language, American Sign Language, written communication, and other appropriate communication methods. Visual acuity is required for observing speakers, interpreting visual and signed communication, reviewing written materials, operating computers and other office equipment, and monitoring meetings, classrooms, and activities. Sustained visual concentration and attention to multiple participants may be required for extended periods.

Duties require frequent and repetitive use of hands, fingers, wrists, arms, shoulders, neck, and upper body movements necessary to perform American Sign Language interpretation. The position may require prolonged periods of signing, repetitive motion, and sustained physical positioning while facilitating communication.

The employee must be able to operate standard office equipment, including computers, telephones, printers, and audiovisual equipment. Work may occasionally require lifting, carrying,

or moving materials weighing up to approximately 25 pounds.

The employee is subject primarily to indoor environmental conditions with occasional exposure to outdoor conditions while traveling between facilities or assisting with school events. Travel between schools and division facilities may be required.

EVALUATION

Performance will be evaluated by the School Administrator(s) in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.