

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Educational Interpreter

Job Family: Student Service Provider

Department: Student Services

Typical Work Year: 187 Days – Calendar to be set with supervisor

Pay Grade: Student Service Provider Schedule

FLSA Status: Exempt

Prepared Date: December 12, 2016

SUMMARY: Facilitates all communication between deaf/hard of hearing (D/hh) students and hearing staff and students by using sign language appropriate for learning level of student(s); adapts language and materials to meet the needs of D/hh; tutor academic classes and lessons; provides information to hearing staff and students to assist in better understanding the needs of D/hh students. Develops and promotes good community relations among various community and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ensures the student receives and understands communication presented in an educational setting through the interpreting process.
- Develops familiarity with general studies to which assigned in order to interpret more effectively and prepare for instructional assistance.
- Provides tutorial services to deaf and hard-of-hearing students reinforcing concepts taught in the general education classroom.
- Follows up on the classroom presentation with some type of assessment and reinforcement making sure there are no misunderstandings by the students on what has been given by the classroom teacher.
- Assists instructors and counselors by monitoring behavior during class and extra-curricular activities; follow through with behavior programs established by instructors and counselors for the students.
- Discusses assignment related information with other members of the education team, (e.g., other educational interpreters, teachers, supervisors) who are directly responsible for the educational program of the student for whom the interpreter delivers service.
- Performs other related duties as assigned or requested.

EDUCATION AND TRAINING: Minimum requirement AA in ASL/Interpreting or equivalent.

EXPERIENCE: Educational Interpreting experience is preferred by may not be necessary for hiring. Must be able to demonstrate extensive knowledge of the various signing systems to include; Exact English, Signed English, American Sign Language, finger spelling and silent mouthing.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid driver's license required. Must have Colorado Department of Education Educational Interpreter Authorization or be eligible to obtain by the start date. Ability to communicate effectively in various signing systems: Exact English, Signed English, American Sign Language, finger spelling, and silent mouthing.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Consultation skills
- Ability to work with adults in team setting.
- Ability to work one-on-one or in small groups with students.
- Interpreting skills (voice to sign and sign to voice).
- Knowledge of deaf culture
- Organization skills.
- Tutoring skills.

- Ability to develop and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to promote and follow Board of Education and District Policies, Superintendent's policies and building/department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Microsoft Office applications
- Student Information Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports: Director of Exceptional Student Services

Direct Reports: None

BUDGET AND/OR RESOURCE RESPONSIBILITY: None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X

Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date