

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### INTERPRETER TRAINEE

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Completion of forty (40) hours of sign language classes or at least three years of experience using sign language.
- (3) Ability to interpret/transliterate sign to voice and voice to sign at least 65% of material presented or hold Level I on the Florida Educational Interpreter's Evaluation (E.I.E.).

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to provide expressive/receptive interpreting/transliterating in an appropriate manual/oral language system: American Sign Language (ASL), Pidgin Sign English (PSE), Signed English and/or Signing Exact English. Knowledge and understanding of the Educational Interpreter Code of Ethics.

**REPORTS TO:**

Interpreter I or II, Teacher, or School Principal

<p><b>JOB GOAL</b></p> <p>To facilitate communication for students with hearing disabilities to the classroom teacher, hearing peers and other personnel in the school system.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide interpreting services to students with hearing disabilities as specified in each students' Individual Educational Program (IEP) using the appropriate mode of communication. Students will be assigned by the administrator or the administrator's designee.
- (2) Provide interpreting services for school functions which occur outside the classroom as needed, and as directed by the teacher/supervisor.
- (3) Provide voice interpreting as required.
- (4) Participate as a member of the educational team.
- (5) Function as liaison between students with hearing disabilities and teachers or administrators.
- (6) Maintain confidentiality and professionalism regarding individual student performance and school affairs.
- (7) Demonstrate continuing interest for self-improvement in interpreting skills and the educational process by participating in professional improvement activities.
- (8) Demonstrate knowledge and understanding of the Educational Interpreter Code of Ethics.

**Board Approved October 20, 1998**

**Amendments Board Approved April 15, 2003, April 20, 2010, March 20, 2012**

**INTERPRETER TRAINEE (Continued)**

- (9) Provide tutoring and note-taking, as needed, when not required to provide interpreting services/tutoring.
- (10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 21-23  
10 months; 181 days  
7.5 hours per day

**EVALUATION:**

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