ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Sign Language Interpreter

QUALIFICATIONS
1. High school diploma or equivalent.
2. Experience as a sign language interpreter preferred.
3. Licensed by the Board of Sign Language Interpreters and Transliterators, Board of Professional Licensure at the Iowa Department of Public Health.
4. Demonstrated aptitude for the work to be performed.
5. Ability to establish rapport with assigned student(s).
6. Ability to maintain confidentiality.
7. Ability to work well with staff, parents, and students.

REPORTS TO
Teacher and Building Principal

JOB GOAL
To provide interpreting and other support services to students with hearing impairments who, to the extent possible, are mainstreamed in regular school classes. The Sign Language Interpreter’s primary function is to facilitate communication between students with hearing impairments and their hearing peers, the classroom teacher, and other personnel in the school system. Other duties that may be performed when not required to provide interpreting may include working with individual students to reinforce learning, participation in meetings as a member of the educational team and other duties to support the educational environment.

PERFORMANCE RESPONSIBILITIES
1. Provide sign to voice/voice to sign interpreting which may include American Sign Language, a form of manually coded English, and/or oral interpreting depending on the needs of the student.
2. Participates in educational team meetings providing insight on the success of communication strategies and communicate with appropriate teacher and support personnel.
3. Consult with the special education and classroom teachers on a regular basis. Works with faculty to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing students.
4. Guides each student(s) toward making appropriate choices and accepting responsibility for their own behavior.
5. Assists assigned student(s) in developing appropriate social skills.
6. Assists with the supervision of students during emergency drills, assemblies, lunch, play periods, and field trips.
7. Supervises students during recesses. Is able to lift child weighing 50 lbs.
8. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
9. Participates in in-service training programs as assigned.
10. Obtains specialized training to meet the needs of assigned student(s).
11. Participates in in-service training programs as assigned.
12. Performs such other tasks as may be assigned by the Board.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Methods and techniques used in communicating with deaf and hard of hearing persons
- Technical signs and/or vocabulary used in educational settings
- Hear spoken language communication
- Interpret spoken English at a rate appropriate for expected job performance
- Voice for deaf and hard of hearing persons
- Interpret or translate for a group of deaf and hard of hearing persons
- Understand and use proper English, including vocabulary and grammar
- Understand and be able to translate academic language to the cognitive level of the student
- Function as a member of the educational team performing support activities as required
- Maintain professional conduct at all times

TERMS OF EMPLOYMENT
Salary and work year to be established by the board.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on March 27, 2017

Revised