



## JOB DESCRIPTION

<b>Job Title</b>	Sign Language Interpreter
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Director of Special Education
<b>Classification</b>	Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Sign Language Interpreter provides interpreting and other support services for pupils who are deaf or hard of hearing in all areas of the education environment. The Interpreter's primary function is to facilitate communication among deaf or hard of hearing students and their hearing peers, the classroom teacher, and other personnel in the school system.

## Essential Job Functions

- Provides interpreting for pupils who are deaf or hard of hearing (DHH) in all areas of the educational environment.
- Provides tutoring and/or note taking services for DHH students.
- Follows the Educational Interpreter Performance Assessment guidelines of professional conduct for Educational Interpreters.
- Participates as a member of the Individualized Education Plan (IEP) team at meetings and conferences. Provides insight and recommendations regarding communication in the development and review of progress on the IEP, including evaluations of student use of an interpreter.
- Interprets IEP meetings when not participating as a team member.
- Provides interpreting for conferences, telephone calls, assemblies, concerts, ceremonies, field trips or parent meetings when necessary. May provide interpreting for extra-curricular sports/activities beyond contract hours.
- Prepares for daily lessons/school-related activities and preview media for interpreting.
- Carries out classroom management or individual behavior plan as designed by classroom teacher and/or IEP team.
- Participate in DHH staff meetings and committee work.

### **Ancillary Job Functions**

- Provides staff development opportunities including conducting non-credit sign classes, as requested.
- May interpret for parents or other adults at school functions and other activities related to the school district's services and programs, if interpreter holds License 78-150 from the Wisconsin Department of Safety and Professional Services.
- Provides sign language lessons for students.
- May occasionally drive students to other locations upon obtaining required approval.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate Degree.
- Wisconsin Department of Public Instruction License #884 – Educational Interpreter.
- Ability to use American Sign Language and Conceptually Accurate Signed English.
- Ability to provide oral interpreting.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Wisconsin Department of Safety and Professional Services license 78-150 to interpret for Deaf adults in association with district events.
- Hold or working towards Bachelor's Degree.
- Ability to implement other visual systems, (I.E Cued Speech, Visual Phonics, etc.)

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of DHH Culture and its role with the education of deaf students.
- Knowledge of special education practices.
- Strong command of ASL and English language.
- Tutoring skills.
- Ability to collaborate with staff.
- Willingness to troubleshoot non-working hearing aids and cochlear implants.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom/outdoor environment and moderate noise levels.

**Physical Requirements** – The physical demands 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 essential functions.

- Must have close- and long-range clarity of vision with or without corrective lenses.