

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## EDUCATIONAL INTERPRETER - CERTIFIED

### JOB DESCRIPTION

#### QUALIFICATIONS

- (1) High school diploma or equivalent.
- (2) Twelve (12) semester hours of college credit from an accredited educational institution including courses in general education, communication, sign language, interpreting, transliterating, deaf education, deaf culture, or related courses.
- (3) Educational Interpreter Performance Assessment (EIPA) Level 2 or above, or other equivalent or higher credential.
- (4) Experience with the deaf population.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Code of Ethics for Deaf Interpreters in reference and application. Ability to work with students with disabilities. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others.

#### REPORTS TO:

Director of Exceptional Student Education

#### JOB GOAL

To facilitate communication for students who are deaf or hard of hearing in prekindergarten through 12<sup>th</sup> grade programs using sign language, cued speech and / or visual modes of oral communication.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Provide interpreting services to students who are deaf or hard of hearing at one or more sites using the appropriate mode of communication, when available.
- \*(2) Provide voice interpreting as required.
- \*(3) Participate as a member of the educational team and assist in providing continuity of instruction for students who are deaf or hard of hearing.
- \*(4) Confer with classroom teachers to prepare for interpreting services.
- \*(5) Prepare for interpreting assignments by studying content areas, lesson plans, outlines and new vocabulary.
- \*(6) Interpret all activities in the classroom such as lectures, discussions, conversations, questions and answers, films, special projects, announcements and assemblies.
- \*(7) Provide interpreting services for school functions outside of the classroom during school hours.
- \*(8) Tutor students who are deaf or hard of hearing during school hours on previously learned material under the direction of the subject area teacher.

- \* (9) Provide note taking services for students who are deaf or hard of hearing as needed.
- \* (10) Participate in parent/teacher/student conferences as needed.
- \* (11) Provide interpreter services for parents of students who are deaf or hard of hearing during parent conferences and other parent activities.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Learn the mechanics of the hearing aids and check daily as required.

#### **Employee Qualities/Responsibilities**

- \* (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (16) Ensure adherence to good safety standards.
- \* (17) Maintain confidentiality regarding school/workplace matters.
- \* (18) Model and maintain high ethical standards.
- \* (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

#### **Inter/Intra-Agency Communication and Delivery**

- \* (21) Exercise service orientation when working with others.
- \* (22) Keep supervisor informed of potential problems or unusual events.
- \* (23) Use effective, positive interpersonal communication skills.
- \* (24) Respond to inquiries and concerns in a timely manner.
- \* (25) Serve on school/district committees as required or appropriate.
- \* (26) Facilitate communication individually or in groups.
- \* (27) Serve as a liaison to promote good public relations between students who are deaf or hard of hearing, hearing peers, staff and faculty members.

#### **System Support**

- \* (28) Exhibit interpersonal skills to work as an effective team member.
  - \* (29) Follow federal and state laws as well as School Board policies, rules and regulations.
  - \* (30) Demonstrate support for the school district and its goals and priorities.
  - \* (31) Demonstrate initiative in identifying potential problems or opportunities for improvement.
  - \* (32) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
  - \* (33) Participate in cross-training activities as required.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

#### **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.

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#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

#### **EVALUATION:**

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