

Job Title: INTERPRETER
Department: Student Services
Reports to: Special Education Teacher, Principal, Director of Special Services
Classification: Non-exempt / Support Staff
Employment: 9 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The sign language interpreter facilitates communication between students with hearing impairments and hearing people in the school community (teachers, students, administrators and other personnel).

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Through sign language, facilitates communication between students with hearing impairments and hearing people in the school community.
2. Assists special education and regular education staff to facilitate student success in regular classrooms.
3. Assists special education teacher to implement special education and related services.
4. Assists hearing students and staff to better understand hearing-impaired related issues (communication, social, behavioral).
5. Interprets for district parents or patrons with hearing impairments for school-related business during school hours.
6. Interprets accurately without personal bias.
7. Maintains confidential nature of all school-related matters.
8. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Demonstrated signing skills sufficient to meet student needs.
Demonstrated ability to work cooperatively with others.

Certificates, Licenses, Registrations

Eligible for Missouri certification and licensure. [Missouri Commission for the Deaf and Hard of Hearing](#)

SKILLS AND ABILITIES

Language, Computation, Reasoning, Technology, Additional Skills and Abilities

The ability to communicate through sign language is required. The ability to read, write, and communicate fluently are required. Minimal math skills are required. The ability to investigate, fact find, and problem-solve are needed qualifications. Employee must be able to interpret and follow directions. As well as, proficiently operate hardware and/or software specific to employment.

Additional Skills and Abilities

Identify needs of individual students and to adapt accordingly. Establish and maintain effective relationships with students, peers and parents.

PHYSICAL DEMANDS

The physical demands described here 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.

Physical Requirements

The individual who holds this position is regularly required to walk, hear, speak, and communicate through sign language as major functions of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, reposition weight up to 150 lbs., pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee may be expected to help students with their mobility needs.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Hours may vary. Consistent and regular attendance is an essential component of this job. In district travel may be necessary on occasion.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.