

Job Description

Sedgwick County Educational Services Interlocal Cooperative #618

Interpreter for Deaf/Hard of Hearing

Purpose Statement

The job of Interpreter for Deaf/Hard of Hearing is done for the purpose/s of providing support to the instructional program with specific responsibilities for facilitating communication for hearing impaired students by converting voice to sign and sign to voice; assisting in the instruction or supervision of hearing impaired students; and serving as a resource to other school personnel requiring assistance with hearing impaired persons.

This job reports to the Teacher of the Deaf/Hard of Hearing or other Licensed Staff Member.

Essential Functions

- Adapts classroom work and assessment instruments under the direction of the teacher for the purpose of providing a method to support and reinforce lesson plans to assigned students.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing required care for assigned students.
- Attends field trips, extra curricular activities, sporting events, etc. for the purpose of providing interpretation for the student and students participating.
- Instructs hearing impaired students, individual or small groups, under the supervision of the teacher for the purpose of implementing goals for remediation of student deficiencies and improving students success by the conversion of language to SEE or ASL.
- Interprets in meetings and activities for the purpose of providing communication between voice to sign and sign to voice with hearing impaired individuals.
- Maintains a variety of documents, files, and records for the purpose of documenting activities and providing reliable information.
- Monitors individual students, classroom, library, playground activities, etc. for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings, workshops, and committees (e.g. IEPs, etc.) for the purpose of conveying and gathering information required to perform functions and providing SEE or ASL interpretation.
- Prepares documents and written materials (e.g. curriculum materials, anecdotal written observations, etc.) for the purpose of communicating information to students and staff and assist the teacher in developing recommendations.
- Provides teachers with input for the purpose of assisting in evaluating student progress and student objectives.
- Rides school bus with students, as needed, to and from school for the purpose of providing interpretation.
- Translates verbal communication for the purpose of assisting students, teachers, and parents in communicating effectively between voice to sign and sign to voice.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating equipment used in instructional media machines and specialized equipment for the hearing impaired; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentiles, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student behavior management strategies and techniques; and ASL or other manual communication language.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; working as part of a team; and being reliable.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 45% sitting, 10% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. Regular attendance is an essential function of the job.

- Experience: Job related experience is desired.
- Education: High school diploma or equivalent. Some college hours preferred.
- Equivalency: GED.

Required Testing

Certificates and Licenses

Driver's License and Evidence of Insurability
ESSE or equivalent - Level 4 Certification

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

FLSA Status
Non Exempt

Approval Date

Salary Grade