

Jordan School District

**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

Job Title: **Interpreter for the Deaf/Hard of Hearing (R54, R17)** Job Family: 08  
 Department: Schools/Special Education Lane Placement: **8**  
 Supervisor's Title: Principal/Special Education Director Contract: 172(R54) -180(R17) Days  
 FLSA Classification: Non-Exempt Hours per Day: 7.33(R54) - 7(R17)  
 Original date: 04/93 Revised: 04/07 Revised: 07/15 Revised: 12/24

**GENERAL FUNCTION**

Under the supervision of the school Principal and direction of the teacher for the Deaf/Hard of Hearing, the **Interpreter for the Deaf/Hard of Hearing** facilitates communication in a public school setting amongst students and school personnel who use ASL and/or Spoken English. The educational interpreter is responsible for providing interpretation, transliteration, translation, and gesticulation as appropriate for the educational programs and curriculum designed by Individual Education Plan (IEP) services for students who are Deaf/Hard of Hearing (DHH). This includes all aspects of education, from academic to social.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Facilitate communication between Deaf/Hard of Hearing individuals and hearing individuals in a public school setting at multiple locations in accordance with the IEP goals and in compliance with established practices and procedures.
- Interpret for Deaf/Hard of Hearing students in individual or group academic and non-academic activities, including class lectures, instructional information announcements, songs, assemblies, movies, class questions, or any other aspect of communication that allows Deaf/Hard of Hearing students to communicate effectively in education environments.
- Facilitate the communication and interaction skills of school personnel and other students in the class by teaching basic/introductory ASL and explaining culturally appropriate ways of addressing and interacting with Deaf/Hard of Hearing individual.
- Assist the teacher in providing appropriate seating, acoustic enhancing equipment, captioning/subtitles, and lighting background for the student.
- Provide training to teachers, staff and students about deafness, the role of an interpreter and how best to communicate with and facilitate the learning process of the student.
- Follow all regulations and procedures for interpreters, including the NAIE code of ethics for Educational Interpreters and the RID Code of Professional Conduct.
- This position requires punctual and regular daily attendance at assigned location along with occasional needs outside of regular school hours for extra-curricular activities, meetings, graduation, driver's education, etc.
- Monitor the Deaf/Hard of Hearing student's attention to and understanding of language input and make language modality adjustments as necessary to meet the needs of the student. This includes using a continuum of language modalities from ASL to English Signing Systems based on a student's primary language, material being presented, IEP requirements, and situational appropriateness.
- Participate in IEP meetings as a team member who reports on the language and communication access/abilities of the Deaf/Hard of Hearing student,

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires successful completion of 2 years of appropriate college coursework or equivalent.
- Requires at least State certification as a Novice Translator/Interpreter. State law requires Novice level interpreters move up to the intermediate level certification within four (4) years of certification or become EIPA 4.0+ or NIC certified.
- Must maintain State certification, which includes continuing education requirements. Retaining State certification is a condition of employment.
- Knowledge of the IEP process and the interpreter's involvement preferred.
- Must demonstrate competence in reading, writing, grammar and math.
- Requires good interpersonal skills to interact with students, parents, and staff.
- Job requires ability to work independently with minimal direct supervision.
- Requires ability to provide interpretation/transliteration within the educational interpreter professional code of ethics and RID Code of Professional Conduct.
- Interpretation consists of a steady flow of decisions and judgments about the substance, the spirit, and the accuracy of each message.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **Machines, Tools & Equipment Used:**

- Incumbent may be trained to operate a variety of Special Education equipment (e.g. office equipment, adaptive devices, wheelchairs, physical education equipment, medical equipment lifts, language board and electronic communication devices, hearing aids, cochlear implants, captioning systems, FM systems, etc.).

### **Physical Requirements – Not limited to the following:**

- Frequent, continuous sitting/standing, constant hearing, near/far visual acuity and depth perception. Constant use of arms and hands to sign.
- Occasional walking and talking.
- Requires ability to lift a minimum ten pounds.
- Job requires constant physical stamina to sign for extended periods and frequent stress arises from persistent mental effort to properly and accurately interpret and communicate.
- While performing the duties of this job, the employee is frequently required to use hands and arms to sign.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.