

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: **Interpreter for the Hearing Impaired (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)  
 Special Education Approval: [Signature] Date: 7/27/15  
 Department Approval: [Signature] Date: 7/28/15  
 ADA Review: [Signature] Date: 7-28-15  
 Human Resource Approval: [Signature] Date: 7-28-15  
 Superintendent Approval: [Signature] Date: 8/7/15  
 Original date: 04/93 Revised: 04/07 Revised: 07/15 Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the school Principal and teacher for the hearing impaired, the **Interpreter for the Hearing Impaired** provides communication assistance to hearing impaired students in a public school setting at multiple locations in accordance with the Individual Education Plan (IEP) goals and in compliance with established practices and procedures. Assist hearing impaired students in individual or group academic and non-academic activities.

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

**ESSENTIAL FUNCTIONS**

- Provide communication assistance to hearing impaired students in a public school setting at multiple locations in accordance with the Individual Education Plan (IEP) goals and in compliance with established practices and procedures.
- Assist hearing impaired students in individual or group academic and non-academic activities. Interpret class lectures, instructional information announcements, songs, assemblies, movies, class questions, or any other aspect of communication to permit the students with hearing impairments to function in the classroom.
- Prepare class materials to fit the needs of the student.
- Develop signs needed to convey information. Teach students new signs, especially regarding units where signs may have been developed specifically for the unit.
- Facilitate the communication and interaction skills of other students in the class with the student with hearing impairments. Assist the teacher in providing appropriate seating and lighting background for the student.
- Educate teachers, staff and students about deafness and how best to communicate with and facilitate the learning process of the student.
- May perform one or more of the following specific duties as assigned (e.g.; coordinate interpreter assignments for activities and District sponsored events; work with interpreting service agencies to ensure adequate coverage; gather and report data for reports; etc.)
- Be available during days and some evenings to assist the student at District sponsored events for deaf students or deaf parents, including Parent teacher conferences, extra-curricular activities, IEP meetings, graduations, driver's education, student/parent meetings, etc.
- Follow all regulations and procedures for interpreters, including the code of ethics.
- This position requires punctual and regular daily attendance.

**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 three (3) years of certification or become EIPA or RID certified.
- Must maintain State certification which may include yearly 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.
- Requires skills in sign language ranging from signing Exact English to American Sign Language. Oral interpreting may also be used.
- Job requires ability to work independently with minimal direct supervision, but is highly influential in terms of a student's ability to learn and progress.
- Requires ability to provide interpretation/transliteration within the professional code of ethics. Interpretation consists of a steady flow of decisions and judgments about the substance, the spirit, and the accuracy of communication.

**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, etc.).

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

- Frequent, continuous sitting, hearing, near/far visual acuity and depth perception. Frequent use of arms and hands to sign.
- Occasional walking and talking.
- Requires ability to lift a minimum ten pounds.
- Job requires some physical stamina to sign for extended periods and some stress arises from persistent mental effort to properly and accurately interpret and communicate.

- 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.