



Deaf Education Interpreter

Job Title: Deaf Education Interpreter **Status:** Nonexempt
Reports to: Director of Special Education **Terms:** 187 days
Dept./School: Special Education **Pay Grade:** Paraprofessional 6

Primary Purpose:

Provide interpreting services for hearing impaired students in a variety of educational settings.

Qualifications:

High school diploma or GED
Valid certification as interpreter granted by the Registry of Interpreters for the Deaf or Texas Commission for the Deaf and Hard of Hearing

Special Knowledge/Skills:

Must be 18 years of age
Ability to interpret in an educational setting
Knowledge of interpreter role and Registry of Interpreters for the Deaf Code of Professional Conduct
Ability to communicate effectively
Ability to work with hearing impaired students
Ability to read and interpret documents
Ability to write routine reports and correspondence
Ability to speak effectively to groups

Experience:

Some experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Interpret in educational settings including classrooms, co-curricular activities, school-related programs and meetings, conferences, staff development, and other situations.
2. Attend and interpret Admission, Review, and Dismissal (ARD) Committee meetings as needed.
3. Tutor hearing impaired students under the direction of classroom teacher.
4. Assume responsibility for learning and adapting to each student's communication needs.
5. Keep teacher informed of special needs or problems of assigned students.



Student Management

6. Help supervise students throughout school day, inside and outside classroom including lunchroom, bus, and playground duty.
7. Help manage student behavior including intervening in crisis situations when necessary.

Other

8. Help maintain administrative records and prepare required reports.
9. Maintain confidentiality.
10. Participate in staff development training programs to improve job performance.
11. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Repetitive hand motions; moderate walking

Lifting: Regular light lifting and carrying (15 pounds or less)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____