

COLONIAL INTERMEDIATE UNIT 20

POSITION DESCRIPTION

- TITLE:** Associate Specialist: Sign Language Interpreter
- QUALIFICATIONS:** Ability to interpret and transliterate information in American Sign Language, signed English and/or Pidgin.
- REPORTS TO:** Supervisor of Special Education and Classroom Teacher
- LOCATION:** Assignment shall be dictated by the location of the student(s) needing sign language interpreting/transliteration.
- JOB GOAL:** Provide interpretation and transliteration of information for the deaf and hard of hearing student(s), which conveys communication in a clear and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Be available to students in their educational settings to interpret and/or transliterate information.
2. Provide in-service training to students and school personnel on using the interpreting services on an as-needed basis.
3. Provide reinforcement of material covered in interpreted classes.
4. Provide teacher with continuous feedback concerning student progress, student behavior and incidents, which affect student well being.
5. Assist the teacher with classroom management and assume classroom management when the teacher's schedule is interrupted by a parent, supervisor or an emergency.
6. Operate classroom and office equipment.
7. Communicate and work cooperatively with teachers and students to meet student needs.
8. Work in a supportive role to assist students who are experiencing academic difficulty with content area subjects as requested.
9. Provide training to professional and paraprofessional staff as needed or requested by the Supervisor of Special Education.
10. Conduct observations of students as requested or needed.
11. Provide interpreting/transliterating services for various situations as requested by the Supervisor of Special Education.

12. Provide interpreting/transliterating for diagnostic evaluations and educational support services, i.e. counseling, health room visits as required.
13. Arrive at the designated work site in accordance with established schedule and adhere to the established workday.
14. Respond positively to supervision and suggestions for improvement.
15. Ability to stand, walk and sit continuously.
16. Ability to push and pull items occasionally.
17. Lift and carry light to moderately heavy equipment within and between buildings and classrooms for students as requested.
18. Participate as a member of the IEP and MDT meetings as requested.
19. Interpret/transliterate for parents who are deaf and/or hard of hearing at school meetings when requested.
20. Adhere to established rules of confidentiality and conduct themselves in an ethical fashion.
21. Attend staff meetings and serves on committees as requested by the Supervisor of Special Education.
22. Respond immediately and positively to assignment changes when requested by the Supervisor of Special Education to support student needs and goals of the Hearing support program.
23. Ability to commute between buildings/districts throughout the day and week.
24. Emergency administration of medication to students.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERMS OF EMPLOYMENT:

1. Salary and work year to be established by the board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.