

Sign Language Interpreter

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled human support work providing sign language interpreter services for learners who are deaf and hard of hearing in various settings, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides students with sign language interpreting and transliterating services in various settings; facilitates communication between hearing and deaf or hard of hearing consumers.

Adapts physical conditions to optimized students' visual access to interpreted message in instructional settings.

Prepares for interpreter duties by studying subject matter, meeting with teachers and instructors and practicing related sign vocabulary.

Becomes aware of students' language and skill levels, ensuring appropriate interpreting techniques; review and facilitates students' individualized education plans as appropriate.

Works to establish and maintain effective communication with students, teachers and other staff; maintains confidentiality within the team; supports communication between team members.

Performs classroom assistance, tutoring and supervision of students when not performing interpreting duties.

Provides in-service training to teachers, students and other consumers.

May act as a lead mentor interpreter; develops education plans for each pre-certified interpreter; evaluates and updates skill set evaluations; logs and updates mentoring activities.

Knowledge, Skills and Abilities

General knowledge of classroom subject matter textbooks, materials and media; general knowledge of standard district rules, regulations and policies; general knowledge of child and language development; some knowledge of assistive listening devices; some knowledge of Deaf and hard of hearing cultures; comprehensive skill using American Sign Language signs and interpretations; general skill setting up closed captioning on various media equipment; general skill completing related records and reports; general skill operating standard office equipment and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to interpret at a conversational rate of discourse; ability to compute rates, ratios and percentages; ability to keep information confidential; ability to establish and maintain effective relationships with students, district staff, service providers and other professionals.

Education and Experience

Graduate of an accredited Interpreter Training program, or related field and moderate experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne

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particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota State Provisional certificate as a school interpreter.

National Sign Language Interpreter certification required by expiration date of the Minnesota Provisional certificate.

Last Revised: 9/27/2011