

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE June 1999
 LAST REVISION DATE _____
 BAND & GRADE C-4-3-11

POSITION TITLE Interpreter (Certified)

IMMEDIATE SUPERVISOR Teacher of Deaf and Hard of Hearing

Job Summary (Basic Purpose of Position)

Facilitates communication between hearing persons and deaf or hard of hearing students by providing sign language services. Assists teachers in maintaining a positive learning environment for deaf and hard of hearing students. Establishes good working relationships with educational professionals to meet the needs of deaf and hard of hearing students.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Translate the spoken word for deaf and hard of hearing students.				Knowledge: 1. English and American Sign Language, Manually Coded English, Pidgin Signed English and written or spoken English and the various techniques and methods of interpretation/transliteration, including simultaneous, consecutive and team. 2. Deaf culture and existing cultural gaps between the deaf and hard of hearing community. 3. Role and ethics of Sign Language interpreters in the education setting. 4. Issues relating to the needs of deaf and hard of hearing students in the educational system.	
1.01 Facilitates communication between deaf and hard of hearing students by providing interpreting/transliterating services for students and others in educational settings.	C4	75D			1.01 Communication is facilitated accurately between students and others.
1.02 Assess the communication needs of the parties involved to determine the target language and applies appropriate methods of sign language interpretation to effectively bridge the communication gap between students and education staff.	C4	10W			1.02 Has correctly assessed the communication needs of the parties involved and applied appropriate interpretation to bridge the communication gap.
1.03 By tutoring deaf or hard of hearing students, they obtain the level of understanding of information necessary to successfully complete course assignments.	C3	10W			1.03 Provides correct information to students through interpreting that allows them to successfully complete their coursework.
1.04 Report to teachers any significant behavioral and/or academic concerns of any student whom the interpreter works. Informs teachers of specific student needs, including the physical environment of students (such	C3	5D			1.04 Communicates behavioral and/or academic concerns of students to the students and teachers.

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as the adequacy of lighting and appropriate seating arrangements).				5. Functions of audiological equipment and other assistive devices.	
1.05 Prepares for interpreting by reviewing educational materials on which sign language interpreting is necessary.	B2	5D		Skills: 1. Assessing communication needs of deaf/hard of hearing students and teachers to determine appropriate language use.	1.05 Educational material to be interpreted has been adequately prepared.
1.06 Participates in IEP and other meetings to address areas needed for improvement in facilitating the education process of deaf or hard of hearing of students.	B2	5M		2. Problem solving to mediate cultural gaps encountered by deaf/hard of hearing students.	1.06 Participates in students' IEP and other meetings to provide advice for improving the education process for students.
1.07 Other duties as assigned.	N/A			3. Oral and written communication, including interpersonal skills as applied to interaction with students, teachers, coworkers, supervisor and general public sufficient to exchange or convey information and to give and receive work direction. Requirements: 1. RID Level III Certification 2. Certificate of Interpretation	1.07 Other assigned duties are completed.