

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

SIGN LANGUAGE INTERPRETER

JOB SUMMARY

The Sign Language Interpreter serves deaf/hard of hearing students using American Sign Language or other manual sign system in classrooms and lecture halls, during films, counseling and tutoring sessions, school related meetings, activities, District events and as needed for urgent situations.

Employees may be transferred or reassigned to other Sign Language Interpreter positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Professional-Technical classification.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduate or equivalent, thorough knowledge of the principles, practices, and techniques of signing and interpreting for the hearing impaired, and one year of similar work experience that provides the skills, knowledge and abilities to perform the essential functions of the position.

Interpreting skill must be demonstrated by: (1) graduation from a recognized interpreter training program, (2) a passing score on a district-devised signing task, or (3) Registered Interpreter for the Deaf (RID) certification

Licenses and Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interprets all classroom communication and dynamics including what the teacher, other students, and the hearing impaired student may say and other noises that may occur in or outside the classroom.
2. Performs sign to voice interpreting and refers all questions from the hearing impaired student back to the teacher or other students.
3. Familiarizes self with subject matter being taught; studies materials and handouts, previews films, and ensures ability to utilize appropriate signing of vocabulary and expressions applicable to the subject.
4. Adapts signing to varying student needs and abilities and to personality of the speaker to objectively express the tone and mood of the speaker as well as the content of the materials; signs using different signs as necessary to facilitate students of different levels in the same situation.
5. Facilitates student's reading of signs by maintaining a dress code of dark clothes and ensures that the hearing impaired student is located in the most advantageous position which allows student to see the interpreter and the teacher/speaker as well as any visual aids.
6. Provides interpretation for various other situations such as assemblies, field trips, meetings, test administration, phone calls, music, extracurricular activities, and sports events.
7. Provides feedback to the teacher regarding the hearing impaired student's understanding of subject matter. Interprets as necessary to ensure resolution of problems.
8. Provides professional support and assistance to other interpreters in the program, monitors classes periodically, demonstrates signing vocabulary and provides back-up interpretation for classes as available.
9. Tutors students to support their educational process.
10. Serves as a resource for district staff in providing information regarding the interpretation process and the needs and concerns of hearing impaired people.
11. Follows the code of ethics of interpreters established by the National Registry of Interpreters for the Deaf.
12. ASL signing language
13. Elementary and secondary public education classroom practices and curriculum
14. The field of assignment sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this position description.

15. Perform academic work at a post-high school level of proficiency
16. Effectively communicate with hearing impaired and non-hearing impaired students and teachers
17. Perform accurate, timely, and effective signing for hearing impaired students
18. Schedule, organize, and prioritize work assignments to ensure timely and effective completion
19. Develop and maintain accurate records of assigned activities and programs
20. Communicate effectively both orally and in writing
21. Follow instructions as outlined in individualized educational programs
22. Establish and maintain effective working relationships with other employees and hearing impaired and hearing students
23. Must maintain attention to all work communication presented in a regular and/or special education classroom.
24. Required to interpret and reverse interpret teacher and student communications in a highly accurate and detailed fashion.
25. Will be required to travel with hearing impaired student(s) in all of their classroom environments and scheduled breaks.
26. Will be required to interpret for long periods of time in a classroom setting, which may include the interpreting of movies or other visual/auditory recordings.
27. Dependent upon student assignments, district-wide responsibilities may mandate travel between schools
28. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
29. Respects confidentiality of information.
30. Performs related duties as assigned by the employer.

CONDITIONS

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

MENTAL DEMANDS

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

PHYSICAL DEMANDS

Requires standing for prolonged periods; may be exposed to infectious diseases carried by students; exposed to student noise level; may require lifting and positioning equipment, books and supplies with extensive wrist, arm movement flexibility, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighting up to ten pounds constantly, must be able to assist in the lifting of 25 lbs. – assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; occasional prolonged exposure to visual display terminal; may require restraining out of control students; Event supervision may require working outdoors in inclement weather. Depending upon assignment and prerequisite trainings, may require application of physical restraint techniques, may require assisting students with physical activities.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.