

Educational Sign Language Interpreter

JOB DESCRIPTION

TITLE: **Educational Sign Language Interpreter**

QUALIFICATIONS:

- Approval by ISBE as an educational sign language interpreter at the Initial, Standard, or Master Level.
- Ability to interpret in classrooms, for related services, or other mainstream situations for students who are deaf or hard of hearing.

REPORT TO: Director of Kendall County Special Education, Assistant Director, Coordinator, and Classroom Teacher or Designee

FUNCTIONS: Facilitates communication between signing and non-signing individuals within the school setting.

RESPONSIBILITIES:

A. **STANDARD 1 – Reliability & Responsibility**

Knowledge - The competent Educational Sign Language Interpreter understands:

- Student confidentiality must be maintained at all times.
- State law, district policies and regulations, and KCSEC policies and procedures must be adhered to at all times.
- Maintaining regular, dependable attendance and punctuality, and observing time requirements of the job are directly tied to program and student growth.
- Dresses appropriately for position and in accordance with district policies.
- Demonstrates respect for all students and staff, and recognizes that the teacher is responsible disciplining students and/or communicating with parents.
- Attends district and/or KCSEC workshops as directed and participates in training to develop new skills.
- Displays suitable technology skills, such as email, word processing, projectors, assistive devices, and/or other technology as assigned.
- Takes necessary and reasonable precautions to protect equipment, materials and facilities, but most importantly, to maintain student safety at all times.

- Understands aspects of his/her schedule, routines, and transitions that promote access, communication, and learning.
- Maintains a sub folder describing assignment to be available to substitute interpreters
- Adjusts schedule as needed if another interpreter is absent.

B. STANDARD 2 – Quality and Quantity of Work

Knowledge - The competent Educational Sign Language Interpreter:

- Interprets/transliterates for students who are deaf or hard of hearing students and non-signing individuals to allow full access to the school, classes, and services.
- Interprets/transliterates (voice to sign, sign to voice, fingerspelling, mouth movements, use of signing space, stress/emphasis of important words, conveys register/emotions, monitors comprehension of signed message, uses appropriate sign choice and scaffolding of language) as indicated in the assigned students' individual education plan and school program.
- Interprets during announcements, assemblies, or other special events as requested.☒
- Knows to adapt or modify message/materials to provide students with equal opportunities to demonstrate mastery.
- Encourages positive social interaction, active engagement in learning, and self-motivation within the boundaries of the interpreter role.
- Understands the characteristics of individuals with hearing loss (and other disabilities as applicable) within the age range of students in program assigned.
- Recognizes the general educational implications for students who are Deaf/Hard of Hearing within the age range of students in program assigned.
- Knowledge of adaptations of the physical environment and maintaining appropriate seating and visual line of sight for successful communication and participation
- Supports the HI teacher in monitoring of FM use, hearing aids, closed captioning, and inservicing as requested
- Supports the HI teacher in training students to use interpreting services
- When not filling the role of interpreter, assists in classroom or provides intervention, support or supervision as assigned/requested.
- Knows how to anticipate and meet student needs; using appropriate strategies and methods not limited to: archiving vocabulary/sign notes, consulting with HI teacher, retrieving students from busses or cars, escorting students to class.

- Recognizes how and when to assist teachers with non-instructional duties
- Knows how and when to assist teachers with instructional support/supervision
- Provides adult supervision in the classroom, hallways, lunchroom, bathroom, playground, and other areas, as assigned by the teacher and/or building administration.
- Reacts appropriately to emergencies and displays good sense when unusual situations arise.

C. STANDARD 4 – Communication Skills

Knowledge - The competent Educational Sign Language Interpreter:

- Behaves in a professional manner at all times, by communicating appropriately with others, working cooperatively with teacher and/or other staff, and willingly accepting suggestions for improvement as needed.
- Interacts with students in a respectful manner at all times.
- Regularly shares professional observations of student progress and performance with teacher and/or appropriate staff members while maintaining confidentiality.
- Refers parents to the teacher to share their questions and/or concerns.
- Willingly performs all assigned duties effectively and efficiently, seeking assistance and clarification as needed.
- Recognizes the importance of independently taking initiative and providing assistance to both students and staff.
- Consistently meets assigned students, teachers, classes, and events required by assigned district and/or KCSEC.