

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Educator Interpreter Supervisor

Pay Table: Support

Pay Grade: 13

FLSA Status:

Job Code: 870

Reports to: Related Services Coordinator

JOB SUMMARY

The Educator Interpreter Supervisor is responsible for administering the educational interpreting services program, establishing policies and representing administrators and personnel.

ESSENTIAL JOB FUNCTIONS

- Gathers pertinent data, documents activities, and results.
- Establishes policies for the program.
- Evaluates the effectiveness of the program, making adjustments as required.
- Arranges advertising and recruits, interviews and assists with selection of interpreters.
- Mentors and provides support to interpreters.
- Evaluates interpreter performance.
- Coordinates workshops for interpreters.
- Provides informal instruction and assistance.
- Conferences with parents, coordinating interpreting services and resolving concerns.
- Networks with community organizations and individuals, drawing assistance and resources (including deaf community).
- Arranges for substitute interpreters and acts as substitute when required.
- Coordinates information with fellow supervisor.
- Works with students needing OT services.
- Plans for and performs OT.
- Travels to different schools and job sites.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Three (3) years of experience related to above tasks.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use small office equipment and computers.
- Ability to develop and maintain interpersonal relationships.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.