

**SECTION**                    **SERVICE PERSONNEL**  
**AREA**                        **AUXILIARY PERSONNEL**  
**TITLE**                        **Sign Language Interpreter/Tutor**

**QUALIFICATIONS:**

1. High School diploma; Educational Interpreter Endorsement
2. Previous experience with hearing impaired persons preferred.
3. Demonstration of fluency in sign language.

**REPORTING RESPONSIBILITY:**

The Interpreter/Tutor is directly responsible to the teacher(s), the building principal, the Supervisor of Special Education and the Executive Director of Student Services.

**JOB GOAL:**

The Sign Language Interpreter/Tutor interprets, translates and otherwise facilitates the integration of hearing impaired students into the school environment, while encouraging their increased communicative independence.

**TERMS OF EMPLOYMENT:**

Ten-month contract. Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

At least once each year, the Interpreter/Tutor shall be evaluated in writing by the Supervisor of Special Education or building principal. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

Educational Interpreters are specially trained individuals who facilitate communication between students who use sign language due to hearing loss and students/teachers who do not.

The Educational Interpreter's duties are not only specific to the student assigned, but they also serve as a member of the educational team of that student. The duties of the Educational Interpreter are as follows:

1. Interpret oral communication into sign language and signed communication into spoken English.
2. Convey the content of the message clearly and accurately according to the receptive language level of the student.

3. Participate as a member of the IEP team.
4. Adhere to the rules of confidentiality required of all school personnel.
5. Report student related concerns to the appropriate educational personnel.
6. Work collaboratively with the student's educational team.
7. Prepare for interpreting assignments including the vocabulary and content knowledge of the subject matter.
8. Tutor students and make adaptations under the supervision of licensed educators.
9. Assist in communication throughout the school day in a variety of settings (recess, lunch, peer interactions, emergency drills) as stated in the IEP.
10. Assist with the set up of note taking services for students who are deaf or hard of hearing, when necessary.
11. Serve as a liaison between the students who are deaf or hard of hearing, hearing peers, staff and faculty members.
12. Lead or assist in providing in-services to hearing students, staff, and parents as requested in regard to sign language, deafness, deaf culture, interpreting and consumer education.
13. Provide interpreting for school functions outside of the classroom, extracurricular activities, and parent meetings when requested in advance.
14. Use any scheduled preparation time (comparable to teacher preparation time) to preview materials, conference with teachers, record data in logs, research signs, etc.
15. Maintain professional standards as delineated in the Code of Professional Conduct of the National Registry of Interpreters for the Deaf.

Adopted: 6/24/08