



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Sign Language Interpreter

**F.L.S.A.** Non Exempt

**QUALIFICATIONS:**

- Associate's degree or equivalent from an accredited sign language program
- Certification at a minimum of Intermediate level (Level 3) or Restricted Certification in Education from the Missouri Interpreter's Certification System (MICS)
- Excellent communication skills
- Positive interpersonal skills
- Ability to lift 50 lbs repeatedly

**REPORTS TO:** Building Administrator and Director of Special Services

**TERMS OF EMPLOYMENT:**

Student contact days plus 2 additional days (179 days) 7 hrs/ day.  
Opportunity for benefits as outlined in the Classified Agreement.

**ESSENTIAL JOB FUNCTIONS:**

- Interpret by sign all spoken and written language for assigned students.
- Reverse-interpret spoken words of hearing impaired student(s) with limited speech for the purpose of facilitating classroom instruction of the hearing impaired student(s).
- Effectively present information in one-on-one and small group situations to students.
- Develop effective working relationships with students, staff and the school community.
- Serve as a resource to other school personnel requiring assistance with individuals with hearing impairment.
- Adapt classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans to assigned students.

- Administer subject specific tests and skill assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' language ability and subject proficiency.
- Confer with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.

**OTHER JOB FUNCTIONS:**

1. Assess classroom and other room setups for hearing impaired students (e.g. noise level, visibility, etc.) for the purpose of ensuring proper setup to facilitate hearing impaired students' learning.
2. Participate in a variety of meetings, workshops, committees, and social or academic activities for the purpose of conveying information, gathering information, and providing interpreting services.
3. Assist with field trips and class supervision.
4. Perform other duties as may be assigned.