

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### INTERPRETER AIDE

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one year interpreting experience in an educational support environment or equivalent setting.
- (3) Certification by the State for interpreting at Level I or above.
- (4) Associates degree, 60 college credits, or a passing score on the Florida Para Pro test.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of characteristics of children who are deaf or hard of hearing and application of semi-skilled or skilled techniques in interpreting and academic support services. Employees assist teachers with various classroom functions as directed for effective student achievement and independent functioning. Basic understanding and knowledge in use of current technology in the field, such as use of audio logic and TDD equipment. Skill in oral and written communication with students, parents, and others. Ability to manage students of all age levels so that students have a safe and orderly environment in which to learn. Ability to work effectively with students, peers, administrators, parents, and others. Ability to manage a flexible schedule. Maintains confidentiality of student information.

#### REPORTS TO:

Principal/administrative designee

#### JOB GOAL

To provide interpreting/transliterating services rendering the message accurately, both receptively and expressively, conveying the content and the spirit of the speaker using the language most readily understood by the person served.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Facilitate sign language communication and interaction between deaf or hard of hearing students, teachers, parents and other personnel as necessary to support the educational process.
- (2) Provide a safe, nurturing environment that stimulates academic, moral, and social growth.
- \* (3) Communicate clearly and effectively in both written and oral form with students, parents, and others.
- (4) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \* (5) Work cooperatively with all members of the student's educational team.
- \* (6) Follow all federal, state and district policies for standardized test procedures for students who are deaf/hard of hearing or dual sensory impaired.

**INTERPRETER AIDE (Continued)**

- (7) Transcribes and interprets instructional materials as appropriate, for use in the classroom and home.
- (8) Attends workshops and trainings as directed by the principal/designee.
- \* (9) Exhibits an interest in increased knowledge and self-improvement in interpreting and the exceptional student education program
- (10)) Communicate with others in regard to student needs and apply strategies for meeting the needs.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code: 3**

**Flagler Schools Strategic Framework – Student & Community Engagement**

**Approved 06/19/2018**