

ST. TAMMANY PARISH SCHOOL BOARD

Covington, Louisiana

Job Description

TITLE: Itinerant Interpreter/Aide IV (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. Minimum age of 20 years
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition – 3 hours, English/Reading – 6 hours and Mathematics – 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Passes the pre-hire screening of the Educational Interpreter Performance Assessment
5. Ability to relay spoken/oral communication (finger spelling, sign language, speech, expression, cued speech, and/or tactile signing) to convey concise meaning to Hearing Impaired Students
6. Has been granted and maintains an Ancillary-Qualified Certification from the State Department of Louisiana
7. Knowledge of educational programs
8. Completion of the certification standards that have been set by the State Department of Education/St. Tammany Parish School Board for para-educators
9. Ability to work with Special Education students across multiple environments

REPORTS TO: Principal

JOB GOAL: Assists Hearing Impaired students in meeting the goals set forth in the Individual Education Programs.

JOB SUMMARY:

This job provides the communication services that are needed in the educational program of a Hearing Impaired student, and differs from that of Interpreter/Aide III in that incumbents of this position hold and maintain an Ancillary-Qualified certification from the State Department of Education.

ESSENTIAL JOB FUNCTIONS:

1. Provide expressive and receptive interpreting (this may include American Sign Language, Manually Coded English, Pidgin Signed English, cued speech, tactile signing, and/or oral interpreting).
Assist with the set up of note-taking services for students who are deaf or hard of hearing when necessary.
Assist in the implementation of the educational program under the direct supervision of the classroom teacher and support personnel.
May assist students with self-care skills as needed and directed by the teacher.
Assist in providing supervision for deaf education students involved in individual or group work as assigned and supervised by the teacher.
Assist in preparing and organizing material to be used for instruction.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other appropriate tasks assigned by teacher(s) and/or Principal.
2. Attends parish approved staff development

PHYSICAL DEMANDS:

Possesses physical skills and stamina to perform all job responsibilities such as lifting, walking distances, standing, bending, stooping, bilateral hand usage, and reaching.

TERMS OF EMPLOYMENT: Nine months; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state, or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent’s Name (Please Print)

Employee Identification Number

Original – Human Resources Department

Copy – School

Copy – Employee