

**ST. TAMMANY PARISH SCHOOL BOARD**

Covington, Louisiana

Job Description

**TITLE:** Itinerant Interpreter/Aide II (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), to convey meaning across all educational environments.
6. Knowledge of educational programs
7. Completion of the certification standards that have been set by the State Department of Education/St. Tammany Parish School Board for para educators
8. 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 their 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 the Hearing Impaired Program Para in that incumbents of this position have taken and passed the pre-hire screening of the Educational Interpreter Performance Assessment (EIPA) in accordance with the State Department of Education recommendations.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide expressive and receptive interpreting (this may include American Sign Language, Manually Coded English, Pidgin Signed English, and/or Cued Speech, and/or tactile signing and/or oral interpreting).
2. Assists the student(s) with communication skills, tutoring, monitoring assistive technology captioned devices and/or note taking.
3. Works with the teacher of the Hearing Impaired student (s) in improving the educational programs of the hearing impaired student(s).
4. Demonstrates the highest ethical and confidential standards when dealing with colleagues, students, and parents.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

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

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**