

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Interpreter

EMPLOYEE CATEGORY: 5/Instructional Support Personnel

QUALIFICATIONS:

1. **Level I** –
 - A. High School Diploma and passing score on The *Praxis* ParaPro Assessment, the FTCE General Knowledge Exam or CLAST or
 - B. An Associate's degree or higher;
2. **Level II** – A passing score on the Educational Interpreter Performance Assessment (EIPA) Written Knowledge Test.
3. **Level III** –Florida requires a RID ED: K-12 certification which equates to an EIPA score of 4.0 or above and a passing score on the Educational Interpreter Performance Assessment (EIPA) Written Knowledge Test.1

KNOWLEDGE, SKILLS AND ABILITIES: Ability to listen and interact effectively with students and parents. Ability to follow directions and work as a team member. Ability to communicate effectively both orally and in writing. Knowledge of child growth and development. Knowledge of prescribed curriculum. Ability to plan and implement activities for maximum effectiveness. Ability to maintain appropriate student supervision for a safe and orderly environment.

REPORTS TO: Executive Director of Student Services and Exceptional Student Services

JOB GOAL

To function as an interpreter for assigned hearing impaired students both in the classroom and at extracurricular activities.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Provide interpreter services for students who are deaf or hard of hearing.
2. Provide interpreting for tutoring done by regular classroom teachers.
3. Perform interpreting for school functions outside the classroom, during regularly scheduled school hours.
4. Confer with basic classroom teachers and teachers of students who are deaf or hard of hearing in order to better prepare for interpreting services.
5. Assist with the collection and correlation of materials used in both the basic and exceptional student education classroom for students who are deaf or hard of hearing.
6. Assist in maintaining equipment used in the classroom, including auditory trainers.
7. Participate in activities as part of the instructional team.

Inter / Intra-agency Communication and Delivery

8. Communicate effectively with students, parents and staff.
9. Keep supervisor informed of potential problems or unusual events.
10. Respond to inquiries or concerns in a timely manner.
11. Serve as a liaison to promote good public relations between students who are deaf or hard of hearing, hearing peers, staff and parents.

Employee Qualities / Responsibilities

12. Demonstrate initiative in the performance of assigned responsibilities.
13. Provide for a safe and secure workplace.
14. Model and maintain high ethical standards.
15. Follow attendance, punctuality and proper dress rules.
16. Maintain confidentiality regarding school matters.
17. Maintain positive relationships with students, parents and staff.
18. Participate in workshops and inservice programs to improve skills in working with students who are deaf or hard of hearing.

System Support

19. Prepare all required reports and maintain all appropriate records.
20. Follow all School Board policies, rules and regulations.
21. Exhibit interpersonal skills to work as an effective team member.
22. Demonstrate support for the School District and its goals and priorities
23. 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: School Year

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

EVALUATION: Annually by designated administrator.

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

SALARY ITEM NUMBER: 34, 35 or 36 (dependent on education and training)